



Admission Rules and Policies 2021-2022

Non-Discrimination Policy

We seek diversity in our staff and student body. In the admission and employment policies and practices, in scholarship aid programs, and in all of our educational programs, Darul Arqam School does not discriminate on the basis of sex, race, color, religion, or ethnic origin. As a policy, we cannot guarantee admission to any applicant regardless of affiliation with the School.

Mission

Our mission is to provide an excellent Islamic and academic education within an Islamic environment to produce well rounded Muslims and strong leaders. We seek to promote a safe, caring, and supportive environment where our children can attain the knowledge that would enable them to perform as effective citizens of the world, especially in today's world of Globalization. Our students will be attaining such worldly knowledge in a spiritual environment rich with Islamic teachings, values and practices. We strive to have our parents, teachers, and community members actively involved in our students' learning.

Admission Requirements

Applications **will not be accepted** if these items are not completed and/or attached:

<input type="checkbox"/> Completed Admission Application (signed by parent or legal guardian)	<input type="checkbox"/> A copy of the child's immunization record or card
<input type="checkbox"/> A \$150.00 non-refundable registration fee	<input type="checkbox"/> A copy of the child's most recent report card & state testing results (if applicable)
<input type="checkbox"/> Child's original birth certificate (we will make a copy)	<input type="checkbox"/> M.S. / H.S. School Applicants Please refer to Middle School / High School Criteria page

You will receive a call from the administration office with a date and time of the placement test and interview. Admission into Darul Arqam School will remain pending until the applicant:

- Passes the placement test with an average of at least 70% (in English and Mathematics)
- The applicant and at least 1 parent or guardian attend interview conducted by at least 2 Administrators.
- Availability of seats remain.
- Submits additional forms listed under "Additional Forms Required" section
- Pays fees mentioned in the "Tuition Schedule."
- All new MS/HS parents are required to pay the June tuition after they have been notified via mail of their child's acceptance into the school.

**** Children applying for Kindergarten must meet minimum age requirements of 5 years of age on or before October 31st.**

Darul Arqam School reserves the right to deny any application without cause.



Additional Forms Required

The following forms must be completed, signed (by a parent or legal guardian) and submitted to the main office. **Admission will not be confirmed unless all of these forms are received within 2 weeks of receiving a notice of acceptance.**

- Book Fees
- Admission Rules and Policies / Parent Agreement (this document)
- Emergency Contact Form
- Walking Field Trip Permission
- Photography and Videotaping Consent Form
- Class Directory Consent Form
- Student Book Loan Form
- Form B6T (Application for Private School Transportation, if applicable and not already provided)
- Smart Tuition Form (please refer to the Tuition Schedule for details)
- Student Pick-up Authorization
- Transfer Card
- Release of Records Form
- Transcripts (9th grade and above)
- Standardized Test Scores
- Behavior and Discipline Records
- Non-Public Nursing Services Consent Form
- Allergy Alert
- Universal Child Health Record Form (CH-14) **(Please submit by October 1st)**
- Copy of immunization record showing all vaccinations, required by the State of New Jersey, must be attached to Form CH-14.
- Please note that all students entering sixth grade must obtain Tdap and meningococcal vaccines prior to entering class.

Tuition Payment & Collection/ Fees / Late Fee

- **The school reserves the right to increase tuition and notify parents by October 15th. Under no circumstance will the increase be more than 3% of the current fees.**
- For your convenience, we break our annual tuition into installments to be paid the **fifth of each month** for 10 months (September -June) regardless of the number of days school is in session. Some months contain 20 or more school days. This provides allowances for unforeseen emergency closings, inclement weather, snow days, etc. **If tuition is not paid in full by the 5th of the month via Smart Tuition, an automatic late fee of \$45.00 will be charged to your account.** *(The school is not responsible for any acquired late fees)*
- No deductions will be made for absences. Our budget is based on a certain number of students and our classes are limited in size. Each child enrolled has a reserved space that cannot be taken by another student. The school expenses continue regardless of whether or not your child is in attendance every day. If you plan an extended vacation you must pre-pay the tuition for the time your child will be out of school or your child's place will be forfeited. If you are withdrawing from Darul Arqam School, one month's written notice must be given. Registration is for September through June. You are obligated for the entire tuition (9 months) whether or not your child is in attendance.
- **Smart Tuition automatically charges your account \$45.00 for all returned checks.**
- Book Fees are to be paid at the end of August and is non-refundable. (This fee is used for purchasing books and test materials provided to each class by the school.)



DARUL ARQAM SCHOOL

Faith Knowledge Discipline

ANNUAL TUITION

Enrolled Children	Early Childhood (Pre-S, Pre-K, KG)	Elementary (1st - 5th)	Middle School (6th - 8th)	High School (9th - 12th)
1st Child	\$ 5820	\$ 5350	\$ 5350	\$ 5950
2nd Child	---	\$ 5150	\$ 5150	\$ 5750
3rd Child	---	\$ 4950	\$ 4950	\$ 5550
4th Child	---	\$ 4950	\$ 4950	\$ 5550
5th Child	---	\$ 4950	\$ 4950	\$ 5550

*Second Child: \$200 less of Annual Tuition

*Third Child or More: \$400 less of Annual Tuition

FEES

Classification	Early Childhood (Pre-S, Pre-K, KG)	Elementary (1st - 5th)	Middle School (6th - 8th)	High School (9th - 12th)
Application Fee (non-refundable)*per student	\$ 150	\$ 150	\$ 150	\$ 150
Book Fee*	\$ 200	\$ 300	\$ 300	\$ 300
Lab Fee (HS Students ONLY)*				\$ 200
Al-Manara Islamic Studies / Associate Degree Fee (Grades 9- 12) *				\$850
Maintenance Fee (via Smart Tuition)	\$250 per family			
Hifz Program (if applicable via Smart Tuition)	\$150 per child, per month in addition to tuition noted above			

*Application Fee is due at the time of registration and is non-refundable.

* Book & HS Lab Fees are due with submission of Additional Forms and are non-refundable after August 15th.

* Manara Program Fees may be paid in 1 installment with June tuition or over 10 installments.

Parent Service Hours

Darul Arqam School requires each family to provide at least **25 service hours** for their kids attending the school. Parents/Guardians who cannot volunteer their time will assess a \$500.00 fee via Smart Tuition, by May 1st.

Financial Aid

Students enrolled in Grades 1 through 12 are eligible to apply for Financial Aid. Financial Aid is on a first come, first served basis and is to be approved by the Board of Trustees. **Application Deadline July 30th.**

Acceptance of School Policies

I agree to abide by the rules and regulations outlined below and in the Darul Arqam School Parent/Student Handbook. I understand all Darul Arqam School policies, stated above. I agree that failure to comply with these rules and regulations will result in the dismissal of my child from Darul Arqam School.

Parent Name: _____

Parent/Guardian's Signature: _____ Date: _____