



DARUL ARQAM SCHOOL

Faith Knowledge Discipline

Additional Forms Required

2022-2023

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

- This document (signed)
- Book Fees
- Transfer Card
- Release of Records Form
- Family Information 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)
- Allergy Alert
- Aftercare Registration
- Hifz Registration
- Non-Public Nursing Services Consent Form
- 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 during the school year and inform parents, the increase will not be more than 10%.**
- 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 and the same charge will apply for returned checks.** (*The school is not responsible for any acquired late fees*)
- No deductions will be made for absences. The school expenses continue regardless of whether your child is in attendance every day or not. **Parents initiating withdrawal after 4 academic months of school are required to pay the full year's tuition. Withdrawal prior to 4 academic months, half of the annual tuition must be paid. No records, transcripts, or report cards will be made available to transferring institutions or parents until financial obligations have been fulfilled.**
- Book Fees are to be paid at the end of August and are non-refundable. (This fee is used for purchasing books and test materials provided to each class by the school.)

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.** If you are interested in applying for FA, please ask the office for the link. Students receiving FA with excessive and/ or repetitive behavior infractions are subject to having FA taken away at anytime during the school year.

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/ Guardian's Name: _____ Signature: _____ Date: _____

Applicant's Name: _____ **Grade for 22-23:** _____



DARUL ARQAM SCHOOL

Faith Knowledge Discipline

2022-2023 Annual Tuition

Enrolled Children	Early Childhood (Pre-S, Pre-K, KG)	Elementary (1st - 5th)	Middle School (6th - 8th)	High School (9th - 12th)
1st Child	\$ 6053	\$ 5564	\$ 5564	\$ 6188
2nd Child	---	\$ 5314	\$ 5314	\$ 5938
3rd Child	---	\$ 5064	\$ 5064	\$ 5688
4th Child	---	\$ 5064	\$ 5064	\$ 5688
5th Child	---	\$ 5064	\$ 5064	\$ 5688

*Second Child: \$250 less of Annual Tuition

*Third Child or More: \$500 less of Annual Tuition

FEES

Classification	Early Childhood (Pre-S, Pre-K, KG)	Elementary (1st - 5th)	Middle School (6th - 8th)	High School (9th - 12th)
Registration Fee (new applicant, non-refundable, per student)*	\$150	\$150	\$150	\$150
Pre-Registration Fee (current student, non-refundable, per student)*	\$ 50	\$ 50	June 2023 Tuition	June 2023 Tuition
Book Fee (via Smart Tuition)*	\$ 200	\$ 300	\$ 300	\$ 300
Lab Fee (HS Students ONLY)*				\$ 200
Al-Manara Islamic Studies Fee (Grades 9 th - 12 th) (via Smart Tuition)				\$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)			

*Pre-Registration Fee / Registration fee is due at the time of registration and is non-refundable.

*Maintenance & Book Fee for the upcoming year are due August 20th via Smart Tuition and are non-refundable.

*Lab Fee (HS Students ONLY) is due by Sept. 10th.

* Associate Degree and/or Al-Manara I.S. Fees see Re-Registration Form.

Parent Service Hours:

Darul Arqam School requires each family to provide at least 25 service hours for their child(ren) attending the school. Parents/Guardians who cannot volunteer their time are required to pay \$500.00 (per family). Extra hours you have accumulated may not be 'given' to others. Immediate family members (no other relatives or friends) may contribute their time towards a family's hours.

Smart Tuition:

To facilitate our tuition collection the school uses Smart Tuition. Smart Tuition offers live telephone support to parents 24 hours a day, 7 days a week. Parents will be charged a \$50 annual fee at the beginning of the school year to use this service.

Tuition Collection / Late Fee:

Tuition is paid over a **ten-month period** (September - June). All tuition payments must be made via Smart Tuition either by check, money order, credit card or automatic debit. **No payments will be accepted in the office.** Monthly payments must be received by the 5th of each month to avoid incurring late fees. Please note that the late fees are charged by Smart Tuition, the school does not receive any portion of the late fees nor are we able to deduct them from an account without having to pay it ourselves. For any tuition payments made after the due date Smart Tuition will automatically apply a **NON-REFUNDABLE \$45.00 late fee** and same for **returned checks.** *The school will not be held responsible for any acquired late fees.*

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. If you are interested in applying for FA, please ask the office for the link. **Students receiving FA with excessive and/ or repetitive behavior infractions are subject to having FA taken away at any time during the school year.**

Acceptance of School Policies:

I agree to pay tuition and other fees as outlined above and to the acceptance of all school policies outlined above and in the Parent/Student Handbook. Parents initiating withdrawal after 4 academic months of school are required to pay the full year's tuition. Withdrawal prior to 4 academic months, half of the annual tuition must be paid. No records, transcripts, or report cards will be made available to transferring institutions or parents until financial obligations have been fulfilled. The school reserves the right to increase tuition and inform parents during the year, the increase will not be more than 10%.

Parent/Guardian Name Printed

Signature

Date