



DARUL ARQAM SCHOOL

Faith Knowledge Discipline



March 15, 2024

Dear Prospective Parents,

Assalamualaikum. Thank you for your interest in Darul Arqam School, we are looking forward to working with you and your child(ren) to complete the admission and registration process for the 2024 - 2025 school year. Attached you will find all the forms necessary to begin your process. However, if you should require further information, please do not hesitate to contact us at admin@darularqam.org.

We are as committed as you are in providing your child(ren) with the best academic and Islamic education. We hope you join our community where students learn to have **Faith**, acquire **Knowledge** and **Discipline**.

Being accredited through Cognia in January 2021 has helped us to further strength our academic program and our resolve to bring the best opportunities we can for your child to succeed.

If you have visited our Facebook page, you already know that our student body is engaged in many activities and in the creation of amazing presentations and work. We are also very excited about the addition of the Dawa Club and Mizmar Al-Zahabi program which helps to lift the Quran recitation of students with guidance from the renowned Sheikh Ahmed Elsayed.

Our Elementary teachers are focused on providing individualized attention to our young learners through interactive and project-based lessons. Our **Hifz Program** students not only memorize the Quran but also attend all academic subjects. The High School students are enrolled in a dual degree program through **Al-Manara Institute**, which allows them to earn an **Associate Degree** upon graduating and the annual Umrah trip helps them to connect with their faith and Allah before heading off to college.

By the grace of Allah, we are proud to take part in laying the foundations that have led and continue to lead our students towards success and we would love to do the same for your child(ren).

Respectfully,

Principal

admin@darularqam.org

Registration Now Open



Open House Dates:

- **Wed:**
3/20, 3/27, 4/17, 4/24, 5/8, 5/15,
5/22, 5/29, 6/5.
- **Sat:**
3/16, 3/30, 4/13, 5/25, 6/8, 6/22
Sat from 10:30 am - 12:30 pm
Wed from 10:00 am to 12 noon

You're Invited:

*Eid Celebration
Carnival & Open House
Sat. 4/13, 11 am to 2 pm*

Graduates in:

*Columbia / Yale / Brown/
Temple / NJIT / Rutgers/
Stevens/ Seton Hall/ Kean
/ NYU/ Monmouth*

Events & Activities:

*AP Courses
Honors Courses
Quran Competition
Arabic/ English Bee
Science Olympiad
Model UN
Debate Club
Basketball (boys/ girls)
Newspaper Club
Student Council
Students In Action Club
Art Club*

Masjid ICSR

*We have a beautiful Masjid
located on campus. Join us in
Ramadan for activities and
Iftar. Icsrnj.org*



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New Admissions Application

Grade in 2024-2025: _____ Last 4-Digits SS #: _____ **Referred By:

Student Information

Last Name: _____ First Name: _____ Middle: _____

Address: _____ Home Tel: _____

City: _____ ST: _____ Zip: _____ Race: _____

Gender: _____ DOB: _____ Place of Birth: _____ Student resides with: _____

Name and Address of Last School Attended: _____

Parents' Information

Father's Name: _____ Mother's Name: _____

Occupation: _____ Occupation: _____

Employer Name: _____ Employer Name: _____

Address : _____ Address: _____

Work No: _____ Work No: _____

Cell No.: _____ Cell No: _____

Email: _____ Email: _____

Guardian Information

Please provide us with the name of an adult, other than the parents who will be authorized to assume responsibility of the child.

Name: _____ Relationship: _____

Address : _____

Home No.: _____ Cell No.: _____

Race/Ethnicity: (Check all that apply)

____ Asian (Original from the Far East/South Asia, Asia Continent)

____ White (Original from Europe, Middle East, North Africa)

____ African American

____ other (please specify _____)

Household Income:

____ Under \$25,000

____ \$25,000-\$50,000

____ \$50,000 - \$75,000

____ \$75,000 - \$100,000

____ Over \$100,000

Manara Associate Degree Payment Authorization

Only for students entering 9th-12th grades. I choose the following payment plan option: (select one)

____ I authorize a one time \$850 to be taken in June along with tuition through Smart Tuition.

____ I authorize 10 monthly installments of \$85 to be taken along with the monthly tuition from Smart Tuition.

Parent/Guardian Signature: _____ Date: _____

Office Use Only

| | | | |
|----------------------|--------------------|-----------------------|--------------------|
| Date Received: _____ | Received by: _____ | Payment Method: _____ | Referred by: _____ |
|----------------------|--------------------|-----------------------|--------------------|



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Admission Rules and Policies for New Applicants 2024-2025

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 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 Process and Requirements

** Children applying for:

Pre-School must meet minimum age requirements of **3 years of age on or before November 30th and be potty trained**

Pre-K must meet minimum age requirements of **4 years of age on or before November 30th and be potty trained**

Kindergarten must meet minimum age requirements of **5 years of age on or before November 30th**

Be aware that if your child does not meet the state's cut off date of Oct. 1st, your child may not be eligible to receive certain accommodations and benefits offered through State and Federal programs. Each township has its own regulations.

** We do NOT accept students into 12th grade

** No one will be accepted into 9th -11th grades after Oct. 10th

Step 1: Submit the application with the following:

| | |
|---|--|
| <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) | |

Step 2: You will receive a call/ email from the administration office with a date and time of the placement test and interview.

Step 3: Take the entrance exam (must pass with an average of at least 70% in each English & Math and attend an interview conducted by the Principal or VP. You will receive an official email and/or call regarding acceptance status. If accepted:

Step 4: Submit the additional forms listed under "Additional Forms Required" section and 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.

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



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Additional Forms Required 2024-2025

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 2 academic months of school are required to pay the full year's tuition. Withdrawal prior to 2 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 2024-2025:** _____



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2024-2025 Annual Tuition

| Enrolled Children | Early Childhood (Pre-S, Pre-K, KG) | Elementary (1st - 5th) | Middle School (6th - 8th) | HighSchool (9th - 12th) |
|-------------------|---------------------------------------|---------------------------|------------------------------|----------------------------|
| 1st Child | \$ 6658 | \$ 6120 | \$ 6120 | \$ 6806 |
| 2nd Child | --- | \$ 5870 | \$ 5870 | \$ 6556 |
| 3rd Child | --- | \$ 5620 | \$ 5620 | \$ 6306 |
| 4th Child | --- | \$ 5620 | \$ 5620 | \$ 6306 |
| 5th Child | --- | \$ 5620 | \$ 5620 | \$ 6306 |

***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, nonrefundable, per student)* | \$ 50 | \$ 50 | June 2024 Tuition | June 2024 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 2 academic months of school are required to pay the full year's tuition. Withdrawal prior to 2 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