



ADMISSIONS POLICIES

2007-2008

WELCOME

Congratulations on selecting Alhuda Academy. You are about to make a wise investment in your child(ren)'s future.

Alhuda Academy is a full time private Islamic day school for Pre-school through grade 8 serving families in the entire New England region.

The curriculum, system of discipline, and leisure activities at Alhuda Academy combine knowledge and practice of Islam with the best training in the sciences and humanities, so that our students can grow up to be practicing, conscientious Muslims following the straight path, who are proud of their Islamic heritage.

Alhuda Academy has a reputation of strong academics within a nurturing Islamic environment. Our graduates have excelled in academics and behavior in the schools they have gone to.

We are happy to answer any questions that you may have and welcome you to visit our school.

Please call (508) 854-4700 to arrange for an appointment; or visit our website at www.alhudaacademy.org

PROCEDURES

I. SUBMITTING THE APPLICATION

1. Complete the enrollment application forms (one form per child for new students) along with a \$50 non-refundable application fee and a \$200 tuition deposit, in addition to the completed Provisional Admission Agreement.
2. Proof of birth – copy of birth certificate or passport.
3. Updated immunization and medical records.
4. Copies of student's academic records from previous school- including standardized testing results for previous two years.

5. Signed release of records form by the parents.
6. Any and all psychological evaluations or individualized educational plans, if applicable.
7. Completed emergency, photo release, and pick-up release forms.
8. Results of Alhuda academy entrance exam.

II. ENTRANCE EXAM

1. Student will take an entrance exam that is equivalent to our end of previous year assessment in Math and English.
2. Student must achieve a minimum score of 70% or better on each section of the entrance exam.
3. Student entering into grades 4 and up will write a personal essay as part of the entrance exam requirement to provide evidence of writing skills proficiency.

III. REVIEW OF APPLICATIONS

- A personal interview will be conducted with the students and parents as part of the admission process.
- Admission committee will review each application and supporting documents. The decision will be communicated in writing to the parents.
- Students will be allowed to attend classes only after registration package is completed.
- School reserves the right to deny or revoke admission to students if records show false or misleading information on application forms.
- All enrolled students will be on provisional admission for the first three months.

IV. ACADEMIC PROBATION

If a student is admitted to Alhuda Academy and does not perform academically up to the expected standards, that student will be placed on academic probation. If at the end of academic probation period, student is still not able to perform up to the expected standard, student will be eligible for expulsion.

V. ENROLLMENT PRIORITY

Enrollment priority is according to the following guidelines:

1. Students already enrolled at Alhuda Academy.
2. Staff member children- on a first come, first served basis.
3. Siblings of students of Alhuda Academy on a first come, first served.

VI. AGE GUIDELINES

Guidelines for Pre-K & KG:

Students will be administered an age appropriate screening to determine readiness for appropriate grade placement. Students must be fully toilet trained before admittance to school.

1. Pre-K 1 child must be 3 years of age by December 31st.
2. Pre-K 2 child must be 4 years of age by December 31st.
3. KG child must be 5 years of age by December 31st.
4. First grade child must be 6 years of age by December 31st.

Preschool students will be assessed for readiness to move to the next level at the end of each year.

Alhuda Academy reserves the right to decline admission to students who require specialized instructions, have certain learning disabilities, have behavioral problems, or ESL issues which are beyond the scope of the school. The school does not have the resources to properly serve these students. A recommendation will be made to the parents to find other more appropriate accommodations for these students. Final recommendations will be made by the admission committee, which is headed by the Principal.

TUITION POLICIES

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TUITION

Tuition and fees at Alhuda Academy do not reflect the actual cost of educating a student at the school. Every effort is made to keep the cost of tuition down so that the school is affordable to as many families as possible.

Tuition and fees include instruction, tests, and a school service fee. Uniform charges are not included in the tuition fee.

Tuition Fees

First Child	\$4500
Second Child	\$4200
Third Child	\$3800
Fourth Child onward	FREE

Deposit

A deposit of \$200 per student must be submitted with each application. This amount will be applied towards the last payment. The deposit will be refunded only if the school does not approve the application.

Method of Payment

The "School Contract" determines method of payment for each family. Both parents and a school official will sign this document. Parents will be held to the terms of this contract. It is required that pre-signed checks be given to the Academy when signing the contract according to the payment plan. The Academy will deposit these checks on or after their due date. A \$25 fee will be applied for returned checks.

The following plans are available:

Plan I – One payment due July 1

Plan II- Two payments due July 1 and January 1

Plan III- Four payments due July 1, October 1, January 1 & March 1

Plan IV- Monthly payment over a 10-month plan, beginning with July 1 through April 1.

OTHER EXPENSES

Books, Supplies & Other Learning

Materials

\$100 Book Lease

\$100 Book Deposit

\$300 Activity Fee

Uniforms

All students are required to wear uniforms. Colors are white shirts or green shirts with khaki jumpers or skirts and white scarves for girls; or khaki pants for boys. School gym shirts are available for sale at the school and must be worn during gym periods.

DELINQUENT ACCOUNTS

Alhuda Academy must receive scheduled payments promptly in order to meet projected expenses. If a payment is more than 30 days past due, the account is considered delinquent.

Students with delinquent accounts may not be allowed to attend classes. Student report card and academic records will not be released until payment is made in full, or other arrangements are made that are acceptable to the school. Students with delinquent accounts will not be eligible for readmission the following year.

WITHDRAWAL POLICY

1. All tuition deposits will be forfeited should the student(s) be withdrawn for any reason, at any time, after they have submitted an application or reenrollment form.
2. Parents will be liable for 25% of total annual tuition and fees, if student(s) is/are withdrawn by October 1st of the academic year.

TRANSPORTATION

The school will help parents arrange and organize carpools.

FINANCIAL AID

The Academy has a very limited financial aid program based on demonstrated need, coupled with academic performance. The Financial Aid Committee will determine the amount of aid, after reviewing the necessary documents. The Academy will also provide its best efforts to encourage the Islamic Organizations of the region to help sponsor a limited number of needy students with good academic credentials and excellent conduct.

ANNUAL GIVING

Private schools like Alhuda Academy do not receive any funding from the federal or state government. Tuition and fees do not cover the actual cost of educating students attending the school. It is therefore essential that the school parents, friends and community members support the school through its various fundraising projects.

Only in this way, will Alhuda Academy be able to keep tuition at a level affordable to a greater number of families. Please contribute by submitting to the office a pledge card with the amount of your intended donation as soon as possible. May Allah reward you for your support of the Academy.

SCHOLARSHIP FUND

The Mukhtar Bahnassi Memorial Scholarship has been established by the school to commemorate the late beloved Br. Mukhtar Bahnassi. Many members of the community can donate to this fund to help sponsor students who wish to excel at Alhuda Academy, but may not be able to afford it. Academic and Islamic excellences are conditions for this scholarship. It is intended to be a *sadaqua jariya* (ongoing charity) for the beloved soul of our dear Br. Mukhtar Bahnassi. All scholarship programs are contingent on availability of funds. Please give.