



# The ISLAMIC SCHOOL OF PORTLAND

## Application for Admission

PARENT INFORMATION – PLEASE FILL IN ALL FIELDS				
Father <b>Last</b> Name	First	M.I.	☎( ) -	
Mother <b>Last</b> Name	First	M.I.	☎( ) -	
Street Address			Apt./Unit #	
City	State	ZIP		
Father E-mail	Mother E-mail			

STUDENTS INFORMATION - PLEASE FILL IN ALL FIELDS				
Full Student Name	DOB	Male / Female	Grade	Tuition
1	/ /	<input type="checkbox"/> M <input type="checkbox"/> F		\$325
2	/ /	<input type="checkbox"/> M <input type="checkbox"/> F		\$275
3	/ /	<input type="checkbox"/> M <input type="checkbox"/> F		\$225
4	/ /	<input type="checkbox"/> M <input type="checkbox"/> F		\$225
<b>Number of Students</b>		<b>Total Monthly Tuition(add) \$</b>		

Does any student have allergies? Please specify	Doctor's Name	☎( ) -	
New applicants need to supply proof of immunization	Last School attended	☎( ) -	
Has any student been receiving special services such ESL, Eng?			

AGREEMENT AND SIGNATURE NO ADMISSION UNTIL SIGNATURE IS PROVIDED	
<p><i>I/we certify that all information provided on this application is true and complete to the best of my/our knowledge. <b>I/we have read Page 2 and we agree to abide by the admission process and the financial agreement. My/our signature(s) below certifies I/we provided all truthful information on this application, we understand the agreement, and will abide by all conditions and policies of the school.</b></i></p>	
Father Signature	Date / /
Mother Signature	Date / /
OFFICE USE ONLY: DO NOT WRITE BELOW	
<b>Status:</b> <input type="checkbox"/> <b>Enrolled</b> <input type="checkbox"/> <b>Waiting list</b> <input type="checkbox"/> <b>Pending</b> <input type="checkbox"/> <b>Denied</b> (please choose a reason from below)	
<input type="checkbox"/> Does not meet age criteria <input type="checkbox"/> Outstanding balance from last ye <input type="checkbox"/> Did not pass entrance test <input type="checkbox"/> Does not meet academic criterion <input type="checkbox"/> Does not meet behavioral criterion <input type="checkbox"/> No current health records <input type="checkbox"/> Did not pay for new work books <input type="checkbox"/> Did not Pay \$45/student admission <input type="checkbox"/> Missing Documents <input type="checkbox"/> Form not completed properly <input type="checkbox"/> Books not returned in good condition	



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## Application for Admission

### ADMISSION PROCESS-**MUST READ**

- Please use only one admission form for all students of the same immediate family. Any misleading information will result in denial of application. Immediate family includes brothers and sisters only (no cousins or other relatives).
- Write legibly and carefully. Fill out **ALL** fields of this application. Write (NA) if not-applicable.
- Provide most recent information and attach **ALL** required documents
- Once you sign and submit this form, you will be notified if your child(ren) has (have) been accepted at ISP.
- Submitting this application does **NOT** guarantee admission at the school.
- Extra requirements:
  1. Provide copies of updated health records (immunizations, new medical conditions, etc.)
  2. **[For new applicants only]** provide copies of student's birth certificate and academic record for the previous year
  3. **[For new applicants only]** Students at second grade or higher must pass ISP Arabic and English entrance exams. This includes a personal essay for students in grades 4 and up. Contact ISP office for more information.
  4. All students should meet the age requirement as summarized below: **No exceptions**

Grade	Age/Enrollment Requirement
Pre-K	For children who will be at least 4 years by September 1 <sup>st</sup> of the current school year
KG	For children who will be at least 5 years old by September 1 <sup>st</sup> of the current school year
1 <sup>st</sup>	For children who will be at least 6 years old by September 1 <sup>st</sup> of the current school year
2 <sup>nd</sup> -8 <sup>th</sup>	For children who have successfully completed the 1 <sup>st</sup> grade -7 <sup>th</sup> grade

- Items in the "Office use only section" in the application form will guarantee **DENIAL** of the application. Students will not be admitted until the denial cause is corrected.

### TUTIONS AND FINANCIAL AGREEMENT- **MUST READ**

- ISP tuitions monthly tuition are based on annual enrollment. For convenience, annual fees have been divided into 9 equal monthly payments. Payments **MUST** be received monthly; late payments can result into student suspension and added penalties. Parents can pay the full year tuition in advance.
- Monthly payments start in September and end in May and are due in full by the 7<sup>th</sup> of each month.
- If payments are not received by the 25<sup>th</sup> of each month, students will be suspended from school and will not be accepted back in class if the balance is not paid in full plus \$20 in late fees for each month. Missed class time and material will not be compensated for suspended students.
- Payments are not prorated based on the number of school days in a month. You are committed to the same payment every month even if a month includes holiday time or school closure.
- Tuition should be paid regardless of absence periods due to sickness, travel, etc. Adjustment will be only made in cases of late enrollment due to transfer.
- In case of a justified withdrawal from the school (for example, moving out to another state), parents/legal guardians are responsible for full fees including the last month attended.
- Any **outstanding balance** from last year must **be paid in full** before the start of new school year. **Failure to pay outstanding balance in full will result in denial of admission.**
- Returned/bounced check(s) due to "insufficient funds", "stopped payment", or "closed account" for any reason will incur a school handling charge of \$12 per check.
- Money paid is for tuition only. Transportation of children to and from school, hot lunch, trips, and other fees will be the parents' responsibility. In addition, parents/legal guardians are responsible for text-books payments, student schools supplies, and standardized test fees (for example: Oregon State Assessment Test).

**If admitted and students start attending, parents/legal guardians are committed to abide by all conditions in this form and the financial agreement as well as all school policies as outlined in the parents' handbook.**