



THE ISLAMIC SCHOOL OF PORTLAND

Application for Admission

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

STUDENTS INFORMATION - PLEASE FILL IN ALL FIELDS				
Student Full Name	DOB	Male / Female	Grade	Tuition
1	/ /	<input type="checkbox"/> M <input type="checkbox"/> F		\$ 350
2	/ /	<input type="checkbox"/> M <input type="checkbox"/> F		\$ 300
3	/ /	<input type="checkbox"/> M <input type="checkbox"/> F		\$ 300
4	/ /	<input type="checkbox"/> M <input type="checkbox"/> F		\$ 275
5	/ /	<input type="checkbox"/> M <input type="checkbox"/> F		\$ 275
6	/ /	<input type="checkbox"/> M <input type="checkbox"/> F		\$ 275
Number of Students			Total Tuition	

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

Last School Attended:

AGREEMENT AND SIGNATURE NO ADMISSION UNTIL SIGNATURE IS PROVIDED

I/we certify that all information provided on this application is true and complete to the best of my/our knowledge. I/we have read the financial agreement attached to this application and my/our signature(s) below certifies I/we understand the agreement and will abide by the financial obligation.

Signature	PRINT Name	Date
Signature	PRINT Name	Date

OFFICE USE ONLY: DO NOT WRITE BELOW

STATUS: **ENROLLED** **WAITING LIST** **PENDING** **DENIED** (please choose a reason from below)

- | | | |
|--|---|---|
| <input type="checkbox"/> Does not meet age requirement
<input type="checkbox"/> No current health records
<input type="checkbox"/> Missing Documents | <input type="checkbox"/> Outstanding balance from last year
<input type="checkbox"/> Does not meet academic criterion
<input type="checkbox"/> Did not pay for new work books
<input type="checkbox"/> Form not completed properly | <input type="checkbox"/> Does not meet behavioral criterion
<input type="checkbox"/> Did not Pay \$45/student admission
<input type="checkbox"/> Books not returned in good condition |
|--|---|---|



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APPLICATION AND ADMISSION INFORMATION – **MUST READ**

- Please use only one admission form for all students from the same immediate family. Any intentional misleading information will result in denial of application. Immediate family includes brothers and sisters only.
- 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 have signed and submitted this form, you will be notified if your child/children has/have been accepted 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]** pass ISP Arabic and English entrance exams for students of 2nd grade and up. 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 st of the current school year
KG	For children who will be at least 5 years old by September 1 st of the current school year
1 st	For children who will be at least 6 years old by September 1 st of the current school year
2 nd – 8 th	For children who have successfully completed the 1 st grade - 7 th grade

- Submitting the application does not guarantee student admission. 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.

When your child(ren) is(are) admitted at the Islamic School of Portland, you are committed to abide by all conditions in this form as well as all school policies as outlined in the parents' handbook.

TUITIONS AND FINANCIAL AGREEMENTS – **MUST READ**

- ISP tuitions fees are based on annual enrollment. For convenience, annual fees have been divided into 9 equal monthly payments. Payments **MUST** be received monthly; no late payments will be accepted in later months. The only exception to this rule is if parents pay the whole year in advance.
- Monthly payments start in September and end in May and are due in full by the 5th of each month.
- If payments are received by the 25th of each month, students will be expelled from school and will not be accepted back in class if the balance is not paid in full plus \$15 in late fees. Missed class time and material will not be compensated.
- 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 vacation time.
- Tuition fees 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 tuition fees.
- 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).
- **Financial aid:** Islamic School of Portland does not offer financial aid.