

IQRA ACADEMY

**5365 Five Forks Trickum Rd. SW Suite D, Lilburn, GA
30047**

Tel: (770) 682-6666



Leap for the Light

APPLICATION FOR ADMISSION

APPLYING TO IQRA ACADEMY

The following documents are required for admission:

- Student Application Form, completed along with Tuition and Fees
- Proof of guardianship is required is required for registration, if the enrolling adult is not the birth parent;
- Agreement of Release of School Records Form
- Student's birth certificate or passport or Parent or legal guardian's identification (government issued ID)
- Non-refundable registration fee
- Current immunization records (form 3231) OR a notarized exemption letter from the legal guardian
- Eye, Ear and Dental Screening (Form 3300) for 5 year old or students entering kindergarten
- Copies of any previous school records
- Emergency form
- Financial agreement contract
- Satisfactory scores on placement tests
- Parents must read and sign form in Student/Parent Handbook

Tuition & Fees 2019-2020 School Year

- PreK3 & PreK4: \$2,800; Regist. Fees: \$175; Activity fees: \$125
- Kindergarten: \$3,500; Registration Fees: \$175; Book and Materials fees: \$400
- Grades 1-2: \$3,500; Registration Fees: \$175; Book and Materials fees: \$400
- Grades 3-6: \$3,500; Registration Fees: \$175; Technology and Materials fees: \$200

*Subject to change

APPLYING TO IQRA ACADEMY

An Application for Admission must be submitted and testing fees paid prior to applicant's screening. Since the number of openings at each grade level is limited, parents are encouraged to complete and submit the application materials as soon as possible.

NEW APPLICANTS

A school visit and interview are required of all applicants and their parents. Visiting parents and students meet with the school staff. These visits provide an opportunity for prospective students to experience Iqra Academy firsthand.

APPLICANT SCREENING

New applicants will be tested individually at the time of their classroom visit or at another mutually convenient time.

ADMISSIONS CRITERIA

Iqra Academy thoroughly reviews each completed application, including the applicant's past school experience and academic performance, interests, test results, teacher recommendations, and school visits. In some cases, an applicant may be asked to complete additional testing. Iqra Academy's goal is to ensure that a good match is made between the applicant and the school.

**IQRA ACADEMY
APPLICATION FOR ADMISSION**

Date: _____ Grade: _____ Date of Birth: _____

Student's Name: _____ Phone: _____

Social Security Number: _____ Religious Affiliation: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Mother's Name: _____ Religious Affiliation: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work/Cell Phone: _____

Email Address: _____

Father's Name: _____ Religious Affiliation: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work/Cell Phone: _____

Email Address: _____

Emergency Contacts:

Name	Address	Phone
1. _____	_____	_____
2. _____	_____	_____

**IQRA ACADEMY
FINANCIAL AGREEMENT CONTRACT 2019-2020**

The following contract is being established between the Parent/ Guardian _____ and Iqra Academy. The parent/guardian agrees to enroll _____, _____, and _____, at Iqra Academy beginning _____.

The parent/guardian further agrees to the following terms and conditions:

1. Submitting a non-refundable application fee along with the completed Application for Admission before the first day of classes.
2. Tuition and Fees:
 - PreK3 & PreK4: \$2,800; Regist. Fees: \$175; Activity fees: \$125
 - Kindergarten: \$3,500; Registration Fees: \$175; Book and Materials fees: \$400
 - Grades 1-2: \$3,500; Registration Fees: \$175; Book and Materials fees: \$400
 - Grades 3-6: \$3,500; Registration Fees: \$175; Technology and Materials fees: \$200
3. If a child remains absent from Iqra Academy for a day, several days, or week(s), etc, the weekly tuition fee is not waived.

Preschool hours: Mon.-Thu. 9 am – 1 pm; Fri. – No Preschool

Gr. K - Gr. 6 School hours: Mon.-Thurs. 9 am – 3:00 pm. Friday 8 am – 12:30 pm

Students should be picked up by dismissal time, and will incur the late pickup fee of \$2.00 / min after dismissal time. This fee is due in cash at the time of the late pick-up. The student will not be allowed to attend class unless all fees are paid.

4. If the child is to be permanently withdrawn from the school, the tuition refund policy will be as follows:

20% refundable if the child withdraws before the first day of school

15% refundable if child withdraws by 1:30 pm on Friday in the first week of school

10% refundable if child withdraws by 1:30 pm on Friday in the second week of school

5% refundable if child withdraws by 1:30 pm on Friday in the third week of school

0% refundable if child withdraws any time after Friday 1:30 pm in the third week of school

5. I understand that the child(ren) for whom tuition or other fees are not paid in a timely manner, would not be allowed to attend.

6. If it is necessary to employ a professional collection agency and/or attorney to enforce or to collect a judgment based upon this agreement, the undersigned parent/guardian will be responsible for paying all expenses accrued including, but not limited to, collection agency fees, court fees, and attorney fees. I have received and read the Iqra Academy Parent Handbook. I fully understand its contents and will abide by all the rules and regulations. ALL PAYMENTS MUST BE PAID BY CHECK; ALL CHECKS MUST BE MADE PAYABLE TO: IQRA ACADEMY. I AGREE TO THE ABOVE TERMS AND CONDITIONS. ANY CHANGES TO THIS AGREEMENT WILL BE DISCUSSED IN ADVANCE AND A NEW AGREEMENT WILL BE SIGNED.

Parent /Guardian Address: _____ City _____ State _____ Zip _____

Phone(H) _____ Phone(W) _____

Signature of Parent/ Guardian: _____ Date _____

**IQRA ACADEMY
PARENTAL AUTHORIZATION FOR
RELEASE OF RECORDS**

Name of School _____

Attn.: Principal/ Registrar

School street address: _____

City _____ State _____ Zip _____

Phone _____

I have made application for my child, _____, to attend Iqra

Academy in grade _____ beginning _____.

I give permission for you to exchange information with Iqra Academy concerning my child for admission purposes. Please send all current information regarding: Standardized Tests (aptitude and achievement), current classroom grades or evaluations, and teacher recommendations (forms enclosed). I understand that the above information will be used in evaluating my child's application and that it will become the confidential property of Iqra Academy.

Parent(s) or Guardian(s) Signature _____ Date _____

Instructions: Please complete this form and return it to Iqra Academy with your application.

**IQRA ACADEMY
EMERGENCY FORM (PAGE 2 OF 2)**

Child's Name: _____ Date of Birth: _____

Child's Physician or Source of Health Care: _____ Tel: _____

Address: _____
Street/Apt.# City State Zip Code

In EMERGENCIES requiring immediate medical attention, your child will be taken to the NEAREST HOSPITAL EMERGENCY ROOM.. I grant permission for my son/daughter to be given treatment in a local hospital if necessary . I hereby waive all claims, costs and liabilities against Iqra Academy and their respective staff and representatives arising out of the risks inherent in the nature of any of Iqra Academy's activities and programs.

Signature of Parent/ Guardian _____ Date _____

INSTRUCTIONS TO PARENT:

1. Complete the following items, as appropriate, if your child has a condition(s) which might require emergency medical care.
2. If necessary, have your child's health practitioner review the information you provide below and sign where indicated,

Child's Name: _____ Date of Birth: _____

Medical Condition(s): _____

Medications currently being taken by your child: _____
child: _____

Date of your child's last tetanus shot: _____ Allergies/Reactions: _____

NOTE TO HEALTH PRACTITIONER::

I have reviewed the child, _____'s immunization record, and found him/her to be up to date.

Name of Health Practitioner: _____

Phone : _____

Signature of Health Practitioner _____

Date: _____