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**To:** Parents of Iman Academy schools and Childcare Centers  
**From:** SE School Executive Committee  
**Subject:** Tuition Policy for 2017/2018 Academic Year – Southeast School  
**Date:** February 6, 2017

Assalaamu Alaikum Wa Rahmatullahi Wa Barakatu.

The tuition policy for the 2017/18 Academic year has changed. The policy described here will ensure that tuition and fees are collected in a consistent and timely manner throughout Iman Academy schools and Childcare Centers.

**TUITION POLICY**

1. Iman Academy requires **Annual Tuition** from Kindergarten and above. The Childcare Centers charge monthly fees for children below Kindergarten. Tuition may be paid in 10 monthly installments.
2. Tuition payments are due on the first of each month. A payment method must be selected on the Tuition/Registration Authorization Form.
3. If a payment method is rejected or checks returned and tuition is not paid by the 15<sup>th</sup>, students will not be allowed in the classroom.
4. Regardless of when a student is enrolled in the childcare during the month, full tuition is due for the month at the time of enrollment.
5. Report cards and test results will NOT be issued if the tuition balance is not paid in full.
6. Registration and Book fees are required at the time of Registration.
7. Only one discount applies to families and staff; discounts may not be combined.
8. The table below shows the fee schedule for the regular time (8:00 am – 4:00 pm).
9. After school program fees are \$125/month for the periods (7 am - 8 am & 4 pm - 6 pm).
10. Student withdrawal before end of school academic year requires an additional month of tuition beyond last day attended.

**Support Financial Aid Students: Donate**    \$250    \$500    \$1000

		Annual
<b>FAITH Childcare (Infants &amp; Toddlers)</b>		
	Infants	\$7,000
	Toddlers	\$6,000
<b>FAITH Childcare (Pre-School to KG)</b>		
Pre-School, Pre-K & KG	1 <sup>st</sup> Child	\$6,000
Pre-School, Pre-K & KG	2 <sup>nd</sup> Child and Beyond	\$5,750
<b>Elementary (1<sup>st</sup> Grade – 5<sup>th</sup> Grade)</b>		
	1 <sup>st</sup> Child	\$6,250
	2 <sup>nd</sup> Child and Beyond	\$6,000
<b>Middle School (6<sup>th</sup> Grade and up)</b>		
	1 <sup>st</sup> Child	\$6,750
	2 <sup>nd</sup> Child and Beyond	\$6,500

**Tuition Payment**

**Tuition can be paid in one Lump Sum, by 10 Posted Checks, Bank Withdrawal (Voided Check Required), or Credit Card Charges with 3% processing fees. Registration will not be complete unless a payment method on the Tuition/ Registration Authorization Form is selected.**

**TUITION REFUND POLICY**

Parents must submit a written request to the Administration 30 days before withdrawing the student(s) from school for tuition reimbursement. Refund will only be given for tuition paid in advance for any remaining months student will not attend after the school board approval.