

OKLAHOMA ISLAMIC ACADEMY 2022–23 ENROLLMENT APPLICATION

Student Name

Name of Parent or Guardian Completing Application

A nonrefundable application fee of \$150 must accompany this application

INTRODUCTION

Oklahoma Islamic Academy, LLC is a registered 501(c)(3) charitable organization. Its private school status allows its educators to make the best academic decisions for students while maintaining a nurturing Islamic environment. As a private, religious organization that receives no federal funding, OIA is exempt from the Americans with Disabilities Act^{*} and is not required under the Individuals with Disabilities Education Act[†] to provide special education services. OIA receives no state or federal funding and is funded entirely by student tuition, student fees, and contributions from the community.

TUITION

Tuition and fees are carefully calculated to account for the fixed and variable costs associated with operating a school while placing the lowest-possible financial burden on families. To ensure funding for fixed costs—rent, maintenance, salaries, and utilities—the tuition for the first month of the academic year and for the last month of the academic year constitute a nonrefundable deposit. In consideration of payment of the deposit, OIA guarantees your child’s placement at OIA for the 2022–23 academic year. Although the deposit is due August 1, 2022, OIA will not reserve a student’s enrollment until the deposit is paid. In addition to the nonrefundable deposit, **tuition is nonrefundable for each month the student was enrolled in OIA for any period of time.**

ACADEMIC PROGRAM SELECTION

*****IMPORTANT: Please initial next to your child’s program*****

Selection	Program [‡]	Application Fee	Deposit	Semester 1 Fee due 8-1-22	Semester 2 Fee due 1-3-23	Monthly Payment [§]	Total ^{**}
	Pre-K3	\$150	\$1,380	\$485	\$485	\$690	\$8,020
	Pre-K4	\$150	\$1,560	\$485	\$485	\$780	\$8,920
	K–4th	\$150	\$1,590	\$485	\$485	\$795	\$9,070
	5th–8th	\$150	\$1,600	\$485	\$485	\$800	\$9,120

* 34 C.F.R. § 300.137

† 28 C.F.R. § 36.102

‡ Pre-K 3 and Pre-K 4 programs do not include a sibling discount; K–4th Grade and 5th–8th Grade programs include a 5% sibling discount.

** Application fee, semester fees, and tuition. Additional fees may apply.

OIA POLICIES

ATTENDANCE POLICY

Students are permitted 15 absences in an academic year. Once a student reaches seven absences in any one semester, a doctor's note may be required to excuse further absences due to illness. Absences may affect students' grades, including failing a subject or being retained in their current grade for the following academic year. Tuition will not be refunded and will continue to accrue until OIA is notified in writing that a student is being withdrawn.

DISMISSAL & EXPULSION POLICY

New students are admitted on a probationary basis for the first 90 calendar days of their attendance. Students who are found to have special needs or significant behavior, study habit, learning disabilities, or speech deficiencies may be dismissed from the school during the probationary period. No fees or tuition for months actually attended will be refunded. The tuition for the final month of the academic year will remain a nonrefundable deposit. The probationary period applies to students as well as parent(s) or guardian(s). OIA reserves the right to determine whether or not a student is making satisfactory progress and meeting the benchmarks necessary for mastery of grade level skills.

OIA reserves the right to expel a student for any reason during the academic year. If OIA expels a student, his or her parents or guardians will be required to pay the same fees and penalties as if they voluntarily withdrew early. No fees or tuition for months actually attended will be refunded. The decision of the OIA Administration is final.

EARLY WITHDRAWAL POLICY

If I withdraw my child before the end of the academic year, I agree to pay liquidated damages ("early termination fee") according to the below formula. Because OIA's budget is based upon a presumption that students will remain enrolled for the entire academic year, OIA is harmed financially by the early withdrawal of students. Because it is difficult to ascertain the exact value of the financial harm caused by early withdrawal, this contract provides for liquidated damages based on the following formula:

August 1 to October 31: Tuition through the last month of attendance PLUS a forfeiture of an amount totaling 60% of tuition remaining through the end of the academic year.

November 1 to January 31: Tuition through the last month of attendance PLUS a forfeiture of an amount totaling 40% of tuition remaining through the end of the academic year.

February 1st to May 28: Tuition through the last month of attendance PLUS a forfeiture of an amount totaling 25% of tuition remaining through the end of the academic year.

I understand that the early termination fee is due on the last day of my child's enrollment. I understand that if I do not pay the termination fee within 30 days of my child's last day of attendance, my account will be referred to a collection agency.^{§§} I understand that if my child is expelled from school for any reason, I must pay the early termination fee. OIA will base early withdrawal tuition amounts on monthly installment amounts, even if a family has paid in full. I understand that I am required to fill out an "Intent to Withdraw" form to be considered withdrawn from OIA.

^{§§} OIA contracts with Southwest Recovery Services to collect on delinquent accounts: www.swrecovery.com.

FINANCIAL POLICY

OIA accepts cash, check, or credit card. All checks should be payable to OIA and are subject to a **\$25** returned check fee. No checks will be accepted for payment after three returned check occurrences. Credit card payments are subject to a **5% service fee**.

- a. OIA requires a nonrefundable application fee of **\$150** per student, and a nonrefundable semester fee of **\$485** due each semester.
- b. **Tuition for the first and final month of the academic year constitutes a nonrefundable deposit.** If a student is withdrawn or expelled before the final month of the academic year, the tuition for the final month of the academic year will not be refunded.
- c. All payments are due on the first day of each month of the academic year. OIA will assess a **\$15 late fee** for each day the payment is outstanding after the fifth of the month.
- d. Collection costs and attorney fees incurred by OIA in pursuit of overdue payments shall be the obligation of the financially-responsible parent or guardian of the student.
- e. No student will be enrolled if there is an outstanding balance (whether tuition, fees, or both) on his or her account for the prior academic year. To the extent permitted by law:
 - i. All invoices and overdue balances must be paid before transcripts or letters of recommendation will be issued; and
 - ii. Unless and until all overdue payments are satisfied, no student records will be delivered to another school.
- f. Students who register for the upcoming academic year but withdraw prior to **June 1, 2022** will not be charged tuition or penalties. **After June 1, the first and last month's tuition will not be refunded.**
- g. Students enrolling after **October 1, 2022**, will be assessed an automatic, nonrefundable late enrollment fee of **\$600**. All parents or guardians are responsible for paying tuition for the entire first month of attendance—regardless of the date the student first enrolls at OIA—plus tuition for the last month of school as a nonrefundable deposit.
- h. Students who do not score in the 60th percentile or higher in reading, math, and literacy on the STAR assessment administered at the beginning of the academic year will be assessed a nonrefundable one-time remediation fee of **\$1,000** due on **September 19, 2022**.
- i. Parents or guardians must pick up their student within 30 minutes of the school requesting an early pick-up. Parents or guardians will be assessed a late pick up fee of **\$5** per minute for each minute past 30 minutes.
- j. Parents or guardians must notify the school when they will be late to pick up their student. Those who are habitually late (more than three times in an academic year) will be assessed a late pick up fee of **\$5** per minute for every minute past 3:50 p.m.

- k. OIA reserves the right to add a special fee when absolutely necessary to meet rising costs.

IMMUNIZATION POLICY

Oklahoma law^{***} requires all minor children admitted to public or private school be immunized against diphtheria, tetanus, haemophilus influenzae type B (HIB), measles (rubeola), rubella, poliomyelitis, varicella and hepatitis A. If parents or guardians object to immunization, they must provide an exemption in conformance with Title 70 O.S. § 1210.192. Students receiving immunization exemptions will be at higher risk of communicating certain infectious diseases and, if an outbreak occurs, may be asked not to return to school for the duration of the outbreak. Should a student miss school due to these conditions, his or her parents or guardians will be responsible for any and all tuition payments accrued during that time. OIA strongly encourages that students receive an influenza immunization and COVID-19 vaccination before or during each academic year (if approved for the student's age group and medical conditions).

LUNCH POLICY

OIA students must bring their own lunch. Parents or guardians must provide a clear, see-through, reusable lunch bag for their student(s). Opaque disposable lunch bags are also acceptable. We cannot accept lunches that are sent through a delivery service. Parents must send students' lunches with them upon arrival at OIA each morning.

TEACHER CONTACT POLICY

Parents are not permitted to approach teachers on school property, including the parking lot, without an appointment. Parents must contact teachers or the school by e-mail to schedule appointments.

TECHNOLOGY DAMAGE POLICY

OIA spends a considerable amount of money purchasing and maintaining individual Chromebooks and tablets for each OIA student. Accidents happen, but if the OIA Administration determines that a student has intentionally damaged or defaced a piece of technology, his or her parents or guardians will be responsible for the replacement of the technology item. Payment will be due within 30 days of notification in writing to parents or guardians.

VIOLENT BEHAVIOR POLICY

OIA takes violent behavior very seriously and has adopted a no-tolerance policy for violent behavior, violent words, and bullying. Bullying often involves expressive gestures, speech, or physical acts that are offensive to the mission of OIA to foster a positive, Islamic learning environment. Bullying includes, but is not limited to, harassment, intimidation, threatening behavior, physical acts, or verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational, emotional, or physical results for the targeted individual or group. The following are considered violent behaviors:

- a. Any bodily harm done to another person as a result of intentional or reckless contact with or without a weapon;

^{***} Title 70 O.S. § 1210.191

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- b. Intentionally or recklessly damaging another student’s or OIA’s property;
- c. Placing another student in reasonable fear of harm to their person or belongings;
- d. Repeated remarks of a demeaning nature;
- e. Implied or explicit threats, whether verbal or non-verbal;
- f. Any kind of intentional peeping or voyeurism of another person in a bathroom stall;
- g. Use, possession of, or talk about weapons.

In the case that a student behaves violently at OIA, the protocol is as follows:

1st Offense: Warning from teacher or administrator

2nd Offense: Administrator meeting with parents to create a plan of action

3rd Offense: In-school or out-of-school suspension (determined by administrators)

4th Offense: Expulsion from OIA

ACKNOWLEDGMENT

I have reviewed and agree to all OIA policies outlined in this document:

Signature of Parent or Guardian Completing Application

Date

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STUDENT INFORMATION

Student Name: _____ Grade (2022-23): _____

Address: _____

Fiscally-responsible parent(s) or guardian(s): _____

Address: _____

Phone Number(s): _____

E-mail Address(es): _____

Employer Name (Parent/Guardian 1): _____

Phone Number: _____

Address: _____

Employer Name (Parent/Guardian 2): _____

Phone Number: _____

Address: _____

Signature of Person 1 Responsible for Financial Payments

Signature of Person 2 Responsible for Financial Payments

TRANSPORTATION/PICK UP

I authorize the persons listed below to drop off and pick up my child(ren):

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

**Note: Please contact the school regarding any changes to this authorization as soon as possible.*

UNIVERSAL PERMISSION SLIP

I, the undersigned, do hereby authorize OIA and its staff to accompany my child, whose name appears on this form, to any field trip or extracurricular activity during the current academic year. I agree that OIA will provide general supervision to my child during such activities and that neither OIA, nor its staff, are liable for damages for any accidental injury to my child from such activity. **I understand that I must notify OIA in writing to change this authorization.**

I **AGREE** to the universal permission slip.

Parent/Guardian Signature: _____ Date: _____

I **DO NOT AGREE** to the universal permission slip.

Parent/Guardian Signature: _____ Date: _____

PHOTO/VIDEO RELEASE FORM

I hereby authorize OIA to use photographs, videos, writings, artwork, and audio recordings of my child in school media, advertisements, and publications. The use of such media for any other purpose, including solicitation, is not authorized. **I understand that I must notify OIA in writing to change this authorization.**

I **AGREE** to the photo/video release form.

Parent/Guardian Signature: _____ Date: _____

I **DO NOT AGREE** to the photo/video release form.

Parent/Guardian Signature: _____ Date: _____

MEDICAL RELEASE FORM

I hereby give permission for OIA staff to administer medical attention to my child in the event of accident, injury, or illness until I can be contacted. I also assume the responsibility for the payment of any such treatment. This release is effective for the entire academic year.

Insurance Company: _____ Policy No.: _____

Parent/Guardian Signature: _____ Date: _____

PARENTAL COOPERATION

If OIA Administrators request in writing that my child undergo an evaluation by an educational psychologist, I agree to schedule and complete the evaluation within three months. I further agree to choose an educational psychologist from the list of approved professionals/clinics provided by OIA.

Parent/Guardian Signature: _____

MEDICATION ACKNOWLEDGMENT

I understand that my child is not permitted to carry medication on his or her person or in his or her belongings. If my child requires medication during the school day, I agree to provide a valid prescription, written permission, and instructions for OIA to administer it.

Parent/Guardian Signature: _____

ALLERGY INFORMATION

Student's known allergies: _____

Reaction to allergens: _____

Required medications or medical conditions: _____