



Omar Haikal Islamic Academy

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Registration Information 2018-2019

****Non-Family Enrollment starts on February 8, 2018****

Enrollment Steps:

Please read and sign all documents carefully before returning

1. Turn in Completed Registration Packet (online via Gradelink).

<https://secure.gradelink.com/813/enrollment>

Be sure to sign the Family Policy with the correct date.

2. Turn in Registration payment and accompanying documents
3. Schedule OHIA Placement Testing (Kdg and grade up)
4. Turn in Completed Financial Aid Application if applicable

If you are eligible for AB 165 (Financial aid through local Foundations), be sure to apply early and communicate with OHIA admin office for completing the requirement School Commitment Form (SCF). OHIA is eligible as AB 165 recipient through Department of Education since school year of 2016-2017. (OHIA financial aid will only be reviewed by Founder if AB 165 is received on file).

5. After official OHIA admission, Parent will have to sign Student Enrollment Agreement/Parent Contract Packet including:
 - a. Tuition Payment Plan
 - b. Photography Permission Form
 - c. Computer Use Policy
6. Medication Release Form can be obtained from the office as needed

Entrance Age of Academy:

- Children entering DK must be 3^{1/2} to 4 years of age by September 30th of the current year.
- Child entering Kindergarten must be 5 years of age by September 30th of the current year.
- Child entering 1st grade must be 6 years of age by September 30th of the current year.

School Hours:

Monday – Thursday:

- Developmental Kindergarten through 4th grade class hours are from 7:50 am – 3:20 pm
- 5th – 8th grade class hours are from 7:50 am – 3:30 pm

Friday: All students start at 7:50 am and are dismissed at 1:00pm or 3:00pm after JummaH prayer (as per DST schedule).

School is dismissed at 3:20/3:30 pm, any students remaining after 3:45 pm (1:00pm or 3:00pm on Friday) will be sent to Safe Key where Safe Key rates will apply.

Testing:

An entrance exam is required for all new students Kindergarten through 8th Grade. Appointments for administering the Entrance Exam will be scheduled upon completion of registration through the front office.

Tuition & Fees:

Tuition payments can be made in one, two, three, or nine month installments. The payment schedules are as follows:

Plan A - One payment: due August 6, 2018

Plan B - Three payments: due August 6, 2018 / November 1, 2018 / February 1, 2019

Plan C - Two payments: due August 6, 2018 and January 1, 2019

Plan D - Nine payments: Nine installments paid by the 1st of each month from August 2018 – April 2019

Annual Tuition:

Students enrolling who have never attended the Academy before will have a flat rate for the first year. After the first year, your tuition will be evaluated and adjusted according to income and any donations to the school that have been made by you.

The base tuition fee is: **\$6,500 per student (For First Time Enrollies)**

Registration Fee: \$100.00 (Non-refundable)

Religion & Book Fee: \$275 (Annual fee)

The book fee covers the cost of ordering workbooks and other consumable classroom materials. This does not mean parents or students get to keep their textbooks at the end of the year. All textbooks must be turned back into the teacher in good condition at the end of the school year. Any textbooks returned to teacher in an unusable condition will be automatically charged for a replacement fee.

Book fees are due on **August 6th, 2018**, or at the time of enrollment (if students enroll after school starts) and are **non-refundable**.