



225-28 Street S.E, Calgary, AB, T2A 5K4
Phone: (403) 219 – 0991 Fax: (403) 219 – 0993 E-mail: mcfc@yycmuslims.ca

Calgary Islamic School Admission Policy

The following provides policies and procedures for school admission, registration and fees:

Admission Policy:

General Admission: Policy Statement

The Calgary Islamic School gives a fair and equal chance to all applicants who fulfill the admission requirements depending on space availability.

1.0. Admission Process:

To determine admission eligibility for transferring students:

- 1.1. The latest report card (showing the final marks) must be submitted to show that students have successfully completed the last grade.
- 1.2. CIS has the right to decline any candidate's admission if he/she has a history of unacceptable behaviour.
- 1.3. In addition, each Gr. 1 -9 applicant has to pass an entrance exam with a minimum average of 50% for both Mathematics and Language Arts combined.
- 1.4. Applicants with poor behavioural records may not be admitted to CIS.
- 1.5. Applicants for CIS High School are required to have no less than 60% in all core subjects (Math, LA, Social Studies, and Science) in addition to a clean behavioural records.
- 1.6. Applicants from outside the province may be required to write a language test.
- 1.7. Students from public and charter Alberta schools will be exempted from writing the entrance tests if the overall averages of their final report cards are no less than 70% and are able to prove excellent behavioural records.
- 1.8. There will be a \$150 non-refundable registration/assessment fee for the entrance exam.
- 1.9. Failed candidates are allowed to rewrite the entrance exam only ONCE and only if they score no less than 30% in both papers.
- 1.10. An administration fee of \$100 will be charged for re-writing the exam.
- 1.11. The principal, on behalf of the MCFC chair, holds the final authority for admission

2.0. Admission Priorities:

- 2.1. Children from the public are accepted on first come first served basis with priority given to siblings applying for the first time.
- 2.2. Siblings applying for Grs. 1-12 will be added to the bottom of the existing waiting lists, under the staff children.
- 2.3. Staff children will be admitted before the general public, including the siblings (**in 2.2**) at the bottom of the existing waiting list.
- 2.4. All new KG students are assessed for their social and developmental skills before they are finally accepted.
- 2.5. Applicants do not need to register more than once in the waiting list.



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- 2.6. Students in the waiting list automatically graduate from one year to another until their turns arrive to get their files assessed.

Registration:

3.0. New Student Registration:

3.1. *Proof of Age:*

The parents of all children entering KG are requested to provide the proof that their children are 5 years or older on or before December 31st of the enrolment year.

3.2. *Immunization Records:*

To ensure all students are safe, the Calgary Health Region Authority (CHRA) requires that all students be immunized against certain contagious diseases. Prior to registration, all parents are requested to submit up-to-date immunization records for their children.

3.3. *Birth Certificates or Residence Visas:*

Canadian-born students must show a copy of their birth certificate or any other official document showing their dates of birth. Non-Canadian students are required to show a valid residence visa (stamped in their passport) and a valid study permit from Immigration Canada prior to the registration period.

3.4. *Registration Form:*

To complete registration, a form must be filled out and signed by a parent or a legal guardian.

4.0. Returning Students:

Students who are currently attending the school, and who wish to renew their enrolment for the upcoming school year, need to notify the school of their intention to renew their enrolment. Further:

- 4.1. A date is usually set by the school administration and communicated to parents before the end of the calendar year.
- 4.2. All returning students must report back to the school by September 25th otherwise their admission will be revoked.
- 4.3. Students who leave the school and wish to come back for the following school year will have no priority over the public and their applications will be placed at the bottom of the waiting list.

School Fees:

5.0. Society's Commitment:

The Muslim Community Foundation of Calgary is governed by the guidelines in the Societies Act. And it is committed to promoting the vision, mission and values of the Calgary Islamic School through fiscal responsibility, good governance and collaboration with other stakeholders.

- 5.1. The development of policies and practices related to school fees must always reflect the principles of **clarity**, **transparency**, **fairness** and **accountability**.



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- 5.2. To implement these principles, the society (MCFC) will hold an annual general meeting, during which the society will present a financial statement setting out the society's income, disbursements, assets and liabilities.
- 5.3. The financial statement must be audited and signed society's auditor.
- 5.4. The CIS General Meeting will be held each year in May/June. It is during this meeting that MCFC will not only review financial statements but give updates regarding the renovations, vision of the school and future priorities.
- 5.5. The MCFC will put together a three-year plan with identified objectives, clear timelines, outcomes and resources, which are intended to be funded by student fees.

6.0 Fee Collection:

- 6.1. Calgary Islamic School will send a reminder to the parent stating past due notice through mail, email, or a phone call, after the 7th day past payment deadline.
- 6.2. The notice(s) will be sent to the parent's / legal guardian's email, home address and phone number registered with CIS.
- 6.3. Parents shall be responsible to advise CIS of any change in contact information.
- 6.4. If all attempts have failed and no contact/payment has been made. The parent(s) / legal guardian(s) will have a mandatory meeting with the school administration. Failure to show up to that meeting will result in the student being withdrawn from the school.
- 6.5. If any amount is still pending past the first day of school, then the parent(s) / legal guardian(s) will meet with the MCFC Board that following Friday and their decision will be final.
- 6.6. Failure to show up to that meeting with the Board will result in the student being removed from the school.
- 6.7. Failure to pay school fee will result in the denial of your child's Readmission to the school.
- 6.8. Failure to pay Bus fee will result in the withdrawal of your child's bus service.
- 6.9. Families with outstanding school fees by June of the current school year may receive a letter of withdrawal from the school and new students will be registered on their vacant seats.
- 6.10. Parents are required to sign acknowledgement and acceptance of school fee policy.
- 6.11. Deadline to pay fees/ submit Fee Payment Forms is set by the Muslim Community Foundation annually.
- 6.12. \$150 (not refundable)/child registration/assessment fee will be charged for new registration
- 6.13. All Material & Technology Supplies Fees are to be paid in full by September 15th as per schedule 1.
- 6.14. Long absences or failure to attend classes will not cancel or reduce any amount of the school fee. It is solely the parents' responsibility to pay the full fees on time. Fees will not be prorated for any reason.

7.0 Fee Discounts:

General Discounts:

- 7.1. There shall be a 5% discounts for full fee paid by March 22nd.
- 7.2. Sibling fee discount shall be applicable as per fee structure.
- 7.3. Sibling discount is not applicable on already discounted fees (i-e staff discount, etc.)



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Employee Discount

- 7.4. The term “employee” in this policy refers to individuals employed by the Calgary Islamic School or the Muslim Community Foundation of Calgary (MCFC)
- 7.5. Employee discount may be reviewed and allocated by the MCFC Board on an annual basis.
- 7.6. For the school year 2016-2017, the following discounts will be offered:
 - a) Fulltime MCFC or MAC imam = 40%
 - b) Fulltime school employee = 30%
 - c) Fulltime MCFC or MAC employee = 20%
- 7.7. There shall be no prorated fees for any student registered during the school year, full fees shall be applicable.
- 7.8. Any changes in the fee structure shall be approved by the MCFC in a minuted board meeting, and conveyed to the CIS controller/ accountant / bookkeeper and principals via a written directive from the board.

8.0 Bus Fees:

- 8.1. Calgary Islamic School has a fleet of school buses available for daily transportation of students within the four quadrants of the city.
- 8.2. The bus fees are subject to change with just a one month notice. Please see schedule 5 for the current bus fees.
- 8.3. Parents may contact the School Office Manager for details regarding bus routes, schedules and registration.
- 8.4. The bus fee should be paid in advance with the tuition fees, following the same payment arrangements.
- 8.5. Failure to do so will result in terminating the bus service of your child.

9.0. School Fee Payment:

- 9.1. For new registrations, all parents are required to fill payment arrangement forms (See schedule 1) along with the registration forms by September 10th.
- 9.2. Fee payment forms for continuing students can be obtained from the CIS accounting office or CIS website, and is to be submitted by the deadline set by the school.
- 9.3. All NSF cheques will be charged at the rate of \$45.00 per cheque. After one NSF cheque, only cash or credit card payment will be accepted.
- 9.4. The CIS accounting office will issue a receipt for each received payment.
- 9.5. Changes in fee payment options require at least a 5 business days written notice to the accounting office prior to the next payment due date.

10.0 Fee Refund:

- 10.1. Last day of student withdrawals with full fee refund is September 10th.
- 10.2. There shall be no partial or full fee refund (for the month) for a student withdrawn from school at the beginning, during or at the end of a month for any reason, by parents or by school.



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- 10.3. Calgary Islamic School will refund partial fee for remainder year if;
- a) Withdrawn between September 1st and September 10th of the current school year, the registration & assessment fees are non-refundable but monthly payments from October will be stopped.
 - b) Between September 10th and December 31st of the current school year, the registration & assessment fees are non-refundable and 50% of the remaining Annual School Fees will be payable.
 - c) There will be no refunds for withdrawal after December 31

11.0 Tuition Waiver:

There will be no waiving of Tuition Fees and all parents are expected to pay all mandatory fees to the MCFC office on time. However, parents who cannot pay the fees may apply for community support by submitting ‘an assistance request’ to the MCFC office with all required documents.

The MCFC staff will:

- (a) Examine the need through the submitted documents
- (b) Examine the availability of subsidy funds
- (c) Present the case to the MCFC board, and
- (d) Convey the board’s decision to the applicant within 15 working days.

12.0. Refusal to Pay School Fees:

1. If parents refuse to pay the fees before or at the beginning of the school year, the MCFC will not register the child/ren of those parents to the next school year
2. If parents refuse to pay the fees during the school year, their children will remain in the school for that academic year. However:
 - (a) All unsettled accounts will be referred to a collection agency, and,
 - (b) Their children will not be registered for the next school year until the parents pay the fees of both the past and coming year fully.

ACKNOWLEDGMENT

I hereby affirm that I have read and agreed to the school fees guidelines as stated above.

Name (printed): _____ Signature: _____ Date: _____

Parent/Guardian of: _____ Grade: _____

Schedule 3: Payment Options:

1. Payments are due as scheduled in the Fee Payment Form.
2. Parents are encouraged to pay tuition and bus fees soon after registration confirmation.
3. 40% of the fees are to be paid at the time of the registration
4. All payment arrangements must be made must be made prior to March 15, of current school year, in order to confirm the registration of your child (ren)’s at the Calgary Islamic School.
5. There are several fees payment arrangements available:
 - (a) Pay full fee for the school year by March15 (by cash, post-dated cheques, or electronic payment).



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- (b) Pay 40% by March 15 and provide 6 post-dated cheques dated April 1st, May. 1st, June.1st, July.1st, Augus.1st, Sept.1st.
- (c) Pay 40% by March 15, and provide preauthorized six electronic payments by credit or debit card on dates listed above.