



Amatur Rahman Girls Academy

A subsidiary of Islamic Association of Arabi (IAA)

3700 N Shiloh Dr, Garland, TX 75044

Website: www.iaagirls.org

Email: arga@masjidyaseen.org

Contact Numbers:

Main Office - 469-600-9282

Hifdh Department – 972-786-2026

Pre Hifdh-Boys – 469-600-9282

Uloom & IET Department – 972-786-2398

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Parent & Student Handbook

Introduction

It is our hope that the Parent and Student Handbook will be a helpful tool and useful guide to the school policies and system of education at Amatur Rahman Girls Academy.

Mission

To provide the youth the opportunity to not only acquire religious and academic knowledge, but also to become firm role models of exceptional character in the light of Quran and Sunnah.

Vision

To provide a comprehensive Islamic education, fostering a deep understanding of the Quran and hadith, and empowering students with religious knowledge and character development.

Admission

Notice of Nondiscriminatory Policy:

The school admits students of any race, color, or national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. Amatur Rahman Girls's Academy does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its educational policies. Information about priority enrollment may be obtained by contacting the school administration.

New Students:

- Applications are made to the governing authority of school admin and the IAA board, which reserves the right to accept or refuse any application.
- Condition for admission: Space must be available, applicant must come for assessment, and interview with the Parent must take place.
- The applicant will be assessed in the following areas: Tajweed and fluency of recitation. This will allow us to place the child at the appropriate level.
- Administration will let the parents of the student know whether he/she has been accepted for admission.
- Students that have been accepted for admission will be placed on probation for three months. Student's behavior and progress will be monitored during the probation. All new enrollees must pass the probationary period. Failure to do so will result in being discharged from the institute.

Withdrawal:

- If you want to withdraw your child from the institute, you must send an email confirmation of withdrawal to the administration.
- The withdrawal date not to be charged for the entire year is January 31st. If you withdraw before January 31st all future tuition payments will be cancelled and you will not be charged any further payment.
- If you withdraw after January 31st, you will still be responsible for the full year's tuition.

Student Discharge Reasons:

Any accepted applicant may be discharged from the institute for the following reasons:

1. Student Misconduct: Please see the School Discipline Policy section.
2. Parental Misconduct: Please see the School Discipline Policy section.
3. Excessive lateness/absence: Please see the Student Attendance section.
4. Non-Payment: Please see the Procedures for Late Tuition Collection section.
5. Parent Refusal to acknowledge Handbook Agreement Contract and abide by the handbook policies.

IAA, however, reserves the right to dismiss any student without providing any reason.

Tuition

Please refer to the 'Tuition and Associated Fees Document' (emailed separately with updated yearly information) for the registration and Tuition Fees.

The tuition fee for all full-time programs is yearly and is divided into 12 monthly payments. All payments are taken via EFT (electronic funds transfer).

Bounced/Returned fees Penalty:

Parents will be responsible for any fees charged by the bank due to checks bounced or EFT payments returned.

Financial Aid

Our institute recognizes the need for Financial Aid for certain families. If you would like to apply for financial aid, please contact the office at arga@masjidyaseen.org to set up an appointment. All financial aid is given through zakat to eligible students.

Secular Education

IIm Preparatory Academy is the official organization providing secular education for Amatur Rahman girls academy students. If you are interested in enrolling in the academic program or would like to get more information, please contact ilmpreparatory@gmail.com.

Student Health Policy

In order to protect the well-being of your child and other children, as well as maintaining a healthy learning environment, we require that children who are sick must remain at home. The school does not have a nurse's office where children may rest comfortably.

The following guidelines are established for sick children:

- Children who are sick must be kept at home.
- A child with a fever over 100 F or higher is not to attend school.
- Any child previously suffering from a fever must be fever-free for 24 hours before returning to school.
- Children with vomiting or diarrhea are not allowed to attend school.
- Parents will be required to pick up their child if they are sick.
- When parents cannot be reached, the emergency contact will be called. (Please remember to notify those that are listed for your child's emergency contact).
- Lengthy illnesses may require a doctor's permission to return to school. Please check with the office.

Communicable Disease

If your child has a communicable disease such as lice, strep throat, flu, etc., a parent must notify the school immediately. Children with communicable diseases must stay home from school, until written approval from a physician is submitted. An exception to this policy is the condition of head lice, in which case IAA adheres to a "no-nit" policy. Students will not be permitted to attend class until all treatment has been completed and all nits (eggs) are dead. The school reserves the right to allow administrators or teachers to check for nits upon the student's return.

Emergencies

If your child should become ill or injured while at school, you will be contacted and requested to pick up your child. In the event that you cannot be contacted, each child will have emergency information on file with people to be contacted in lieu of parents. If there is a change in this emergency information, please notify the school immediately so that the records may be updated. The school does **not** have a reasonable standard of care for students who become ill or have an emergency situation while on school premises. Parents are required to sign a medical waiver form each year allowing emergency medical care to be obtained in case parents cannot be reached (this includes taking the student to the Emergency Room for treatment if needed).

**Parents understand that the school is not an insurer of student health.
Parent/guardian is responsible for health care, storage, and administration of medications for the individual child.**

Dress Code, Hygiene & Appearance

The dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. Students should be dressed and groomed in a manner that is clean and neat and follows the Sunnah. Students will be checked periodically for proper hygiene. Cleanliness is half of our Iman (faith).

Uniform Policy:

Girls Hifz & Alima Class Uniform Policy:

Allowed:

- *Plain, black or navy-blue loose abaya* with little or no embellishments (such as rhinestones, etc.), properly closed.
- Plain, black or navy-blue loose fitting lower garment. (For example, Shalwar, pants, etc.)
- *Plain, black or navy-blue hijab*, worn to mid back length in the back and center chest length in the front, wrapped so that hair is properly covered.
- All students of age: *black or navy blue niqab*.
- Plain, black or navy blue, loose, hip length outerwear in cold weather (for example coats, jackets, sweaters, etc.)

Not Allowed:

- Jewelry, watches, or sunglasses
- Jeans, tights, capris, leggings, skinny jeans, or pants.
- Any patterned or colorful clothing.
- Sunglasses (students must remove and put them away upon entering the Maktab)
- Make up.

Boys Hifdh Prep Uniform Policy:

- White, plain, long upper garment. (For example, Kurta, Thobe, etc.)
- White, plain, loose fitting lower garment. (For example Shalwar, etc.)
- Plain Islamic cap (white only).
- White t-shirt worn under the uniform shirt is recommended, but not required. However, if an undershirt is worn, it must be plain white (no logos).
- White, plain turtlenecks or long-sleeved shirts are allowed only under uniform upper garments, when it is cold.

Not Allowed:

- Jewelry, watches, or sunglasses
- Jeans, sweat pants, slacks, or trousers.
- Any patterned or colorful clothing
- Socks must be plain without logos/name brand.

Hygiene:

- Special attention to clean uniforms and neat physical appearance.
- Regular bathing
- Proper cleansing of the face: nose, mouth, and eyes.
- Proper bathroom etiquette:
 - cleaning with water after using the toilet.
 - washing hands after using the toilet
 - boys sitting down on the toilet.
- Regularly brushing teeth and/or using the Miswak.
- Clean and trimmed fingernails; nail checks are conducted on a regular basis (nail polish and fake nails are not allowed)
- Changing socks daily and use of shoe powder if needed
- Regular laundering and pressing of uniform clothes.
- Wearing shoes in the bathroom and removing them upon entering the musallah/classroom
- Maintaining wudhu throughout the day

Boys Haircut:

- We require all students to get a haircut 5 times during the year. The haircut should be size 3 all around and should not be uneven. Make sure to mention to the barber not to trim the sides shorter than the rest of the hair. Please note the dates of the haircuts:
 - August 15th
 - October 30th
 - January 15th
 - March 30th
 - June 15th

Parents will be called in for recurring problems with hygiene or haircut issues.

- First incident: Any student not maintaining good hygiene or not having a proper haircut will be given a warning and a note will be sent home.
- Second incident: Student will be given a second warning with a note sent home.
- Further incidents: Any student not complying after the second incident will not be allowed in school. Parents will be called to pick up their child immediately and to schedule a meeting with the school administration. Your child will not be allowed back to school without meeting with school administration.

Expectations:

Uniforms help instill modesty, discipline, positive self-esteem, school pride, good hygiene, and respect for authority. Uniforms promote a positive image of our students and our school and prevent disruption. Students are expected to be in a clean uniform every day, including field trips and school-related events, such as sports or park days, unless otherwise noted. Parents, please take the time to check your child's uniform at home before the student comes to school.

Upkeep of the uniform is the responsibility of the student and parents. We suggest that students have 3 or more uniform outfits. Keep in mind that many children have growth spurts in the middle of the school year, and it may be necessary to purchase a larger size uniform.

In addition to neat clean uniforms, please help instill good general hygiene such as clipping nails, brushing teeth and face washing.

Procedure and Consequences for Uniform Non-Compliance:

Daily uniform checks will be conducted by staff members and administration at any time of the school day.

- First incident: Any student not complying with the uniform policy will be given a written warning and sent home to the parents.
- Second incident: Any student not complying with the uniform policy for a second time will be given a second written warning sent home to the parents mentioning the severity of another violation.
- Third incident: Any student not complying with the uniform policy for a third time will not be allowed in class. The parents will be called in for a meeting with administration. The consequence of the third offense may lead to expulsion.

Student Attendance Policy

Attendance Requirements:

Students are required to attend each day school is in session. A student is expected to be in attendance except when ill or when unable to attend because of emergency circumstances. When students are absent from school, it is the responsibility of the parents to inform the office via email or phone call. Absences in the following categories will be categorized as indicated:

Excused Absences:

- Excused absences include sickness and family emergencies only. Parents are responsible to inform admin, via email or phone call, if the child cannot attend Madrasah on a particular day and must mention the reason for the absence. Failure to do so will result in the absence recorded as unexcused. We will not accept the reason from the student, it must come from the parent.
- If a child is sick for more than 2 consecutive days, we will require a doctor's note validating the illness. Otherwise, the absence will be recorded as unexcused.
- Absence due to travel will require prior approval from administration. Parents must schedule a meeting with the admin and discuss the reason for travel. Failure to do so will result in the absence recorded as unexcused.

Please note that an absence is not automatically excused just because a parent give written or oral permission for the student to be absent from school. Parents may respectfully disagree regarding the legitimacy of an absence when weighed against the benefits of attendance, however, the final decision as to whether an absence is considered excused or unexcused rests with school administration.

Unexcused Absences:

- After the first 3 unexcused absences in a semester a meeting with the parents will be scheduled.
- Subsequent 3 more unexcused absences will result in another meeting with the parents and a final warning.
- If the child continues with unexcused absences after the 2nd meeting the consequence will result in more severe actions up to and including expulsion from the institute.

Tardiness:

- Students should arrive in Madrasah on time.
- If a child is late 9 times to Madrasah during a semester, he will be given a one day suspension.
- Subsequent 9 lateness will result in a 3-day suspension and a meeting with the parents.
- Upon the next 9 lateness, a final meeting will be held with the parents and the student may be expelled from the Madrasah.

School Closings and Snow Delays

During the winter months, school may be closed or there may be a one or two-hour delay. We will follow the Plano Independent School District. If PISD schools close, IAA school will also be closed. If inclement weather begins during the school day, we may have to close early. Parents are encouraged to pick up students early if the weather is not safe to travel. Please watch out for email or text notification of school closings, delays, or early dismissals due to inclement weather. It is the parents' responsibility to ensure that their contact information (phone numbers and emails of both parents) is updated regularly with the office.

Student Drop – off and Pick-up

The following procedure will be followed for parent pick-up:

- Students must be dropped off and picked up on time.
- Please ensure that all students walk, and not run.
- Please have students use the sidewalk whenever possible.
- Drivers: Use extra caution when entering and leaving the parking lot. It is a very busy time and extra awareness, and patience is needed.

Lunch

All students are required to bring lunch daily. Lunch will not be provided by IAA. All items brought must be certified Halal, and all meat must be hand slaughtered zabiha. If any doubts, please check with administration before considering sending items with student.

Student Evaluation

Hifz Students will be required to maintain the daily logbook in which their progress is recorded. Teachers check logbooks and fill in progress and sign daily. Teachers will check the student logbooks to ensure that parents sign them the night before.

Parents must look over the logbook each day in order to ensure that their child is keeping up with the assignments. Parents must also complete the home study time section and sign the logbooks daily. The logbook is also a means for teachers and parents to communicate with one another. If a student does not bring home their logbook, please contact the office via email.

Repeated failure in turning in assigned sabaq on time may lead to parent-teacher conferences, conference with the administration, extra required attendance, and/or other consequences as deemed appropriate by the teacher and administration. Individual homework guidelines and policies will be decided by each teacher.

There will be two workshops/conferences for parents during the year (dates will be emailed to parents). All parents are expected to attend.

Recommendations to parents:

Parents play an essential role in facilitating their children's learning by helping with their homework and academic success. The following are suggestions for helping with homework and helping your children succeed:

- Set an example!
- Set aside a quiet place for your children to study.
- Schedule a regular time for homework to be done every day.
- Check logbook on a daily basis.
- Listen to your children and ask about lessons they have learned from school.
- Monitor and/or cut down on time spent on Tech games.
- Completely restrict your children's access to television and going online using computers
- Attend the Parent/Teacher conferences to discuss your child's progress with his/her teachers.

Participating in your children's success is an important reflection of the value you put on your children and his/her education. Children whose parents/guardians listen to their children's memorization at home perform better in school.

Code of Conduct

Student Discipline Policy

Each teacher is given the responsibility of enforcing classroom and school rules. The teacher will maintain order in the classroom by speaking to children about the policy violation and deciding what consequences are appropriate for the child and circumstance in accordance with the discipline policy. The administrator will be available to assist as needed.

At all times, IAA reserves the right to administer any discipline it deems necessary in its sole discretion based upon the facts and circumstances of each situation. Factors to consider will include, but not necessarily be limited to, the seriousness of the offense, student's age, frequency of misconduct, student's attitude.

Discipline and order are attained through a proper balance of positive and negative consequences. Teachers will use a variety of methods to promote good behavior and aid in character training. The teacher will use positive responses for appropriate behavior.

NOTE: The school reserves the right, based upon the particular facts and circumstances, to render any punishment it deems necessary. By listing these possible disciplinary actions, the school, in no way, implies that some or all of these will be utilized in a specific situation or prior to suspension and/or expulsion.

System of Discipline

Students must respect and honor the code of conduct and the rules of the school and classroom at all times while they are in school or at any school-sponsored activities, on school or off school property. Teachers and administrators have the right to assign detention and recommend suspension (in-school and out-of-school), and expulsion for any student who does not follow the code of conduct. Discipline actions that may be used includes, but not limited to:

- Warning in which case teacher will talk to student and explain his/her offense.
- Time-out – in or out of classroom
- Loss of privileges includes loss of some or all of recess/break/field trips, etc.
- Call Parents
- Student conference with the administrator
- Conference with the administrator and parents
- Detention may consist of time away from activities and other students during recess/lunch, after school. In addition, the student may also be assigned simple janitorial duties or additional assignments during this time.
- In-School Suspension (ISS) consists of removing the student from the classroom or activity and placing him/her in a separate area where he/she will be required to sit quietly. The student may or may not be given class work and/or homework to complete during his/her time in ISS at the discretion of the teacher. However, the student is required to make up any missed work in a timely manner. Teacher reserves the right to request ISS in the classroom.
- Out of School Suspension
- Probation
- Expulsion consists of removing the student from the school for the remainder of the school year, after which he/she cannot be accepted in the following year.

Behavior Expectations for Students

In accordance with its mission statement, IAA would like to uphold the highest standards of behavior in terms of Adab and Akhlaq. As parents and as teachers, we must work as a team to help our children learn and succeed in all aspects of life. The purpose of our discipline policy is to ensure a safe, positive learning environment, while taking into consideration the behavioral development of each child. The aim of disciplinary measures is to correct the students and help them learn from their mistakes except when the behavior of the child disrupts the learning environment, endangers other children, or jeopardizes the integrity of the school.

Unacceptable Behavior and its Consequences

Misbehavior will be grouped into two categories, including minor and major offenses. The procedure and consequences for each of these may differ according to frequency and intensity, as outlined below. (Flexibility may be shown in accordance with the developmental level of the child and their understanding of the seriousness of the offense.)

Minor offenses

The following offenses will result in notification of parents (by phone call or a disciplinary action report being sent home) and other disciplinary measures including but not limited to loss of privileges, janitorial duties, detention, or in-school suspension. Any three minor offenses count as one major offense and will result in out-of-school suspension for 1-3 days.

- Leaving the classroom/assigned area: Students may not leave the classroom, or other school area without permission of the teacher.
- Breaking area rules: This includes any disruptive behavior that is inappropriate for the given area. This may include disrupting class, talking without permission or unnecessarily, loitering in the restroom, chewing gum or eating without permission, inappropriate touching, the misbehaving during salah, etc.
- Unsafe behavior: Students may not run through the halls, throw objects, slide down the stair railings, or use excessive rough play.
- Verbal abuse: Students are expected to beautify their speech with remembrance of Allah and refrain from all foul/hurtful language. Serious or persistent verbal or written statements (including emails/notes), vulgarity, and abusive language that demeans others will not be tolerated.
- Vandalism: Breaking, causing harm or defacing school property or the property of others will not be allowed.
- Graffiti is also considered vandalism. This includes writing/carving on desks, walls or other school property.
- Selling items at school without permission.
- Failure to complete assignments
- Bringing inappropriate materials: Unless given permission, students may not bring toys or electronic equipment to school. Unacceptable items include but are not limited to hats, jewelry, make-up, gum, candy, video game systems/games, card games, audio players of any kind, toys, head phones. These items will be confiscated by teachers or Administration if brought to school.

*Any confiscated items, no matter the value or who they belong to, will be kept in the office. The items will be returned to the student on the last day of school.

*Cellular phones will not be permitted. There is a phone specifically designated to communicate with parents in case of an emergency.

Major Offenses

The following offenses will result in notification of the parent (by phone call, disciplinary action report, or meeting with the principal) and other disciplinary measures including but not limited to loss of privileges, detention, in school suspension, out-of-school suspension, or expulsion. Any major offence will result in automatic out-of-school suspension for 3 days. The child will not be able to return to school until a meeting is held between the parents and school staff. If a student receives a third 3 day out-of-school suspension in any given school year, the result will be expulsion.

- Religious disrespect: Students may not disrespect the Quran, religious text, or any aspect of Islam.
- Dishonesty: Students are expected to be honest at all times, with school staff and other students.
- Disobedience/Disrespect: Students may not refuse to obey or behave disrespectfully toward school personnel.
- Verbal assault: No student shall direct toward any person within the school or outside any language, sign, or act which shows disrespect, racism, bullying, a threat of force, and/or violence.
- Rumor spreading will not be tolerated.
- Stealing: Taking something without permission from students or staff members.
- Fighting: No student shall cause or attempt to cause any physical injury to any person. Students may not pinch, kick, punch, scratch, fight, bite, or spit at another child.
- Self-defense: A student who is attacked may use reasonable force in self-defense but only to the extent in getting free from the attack and notify school personnel. Any student who exceeds reasonable force will be disciplined for fighting even if someone else provoked them.
- Possession of inappropriate materials that may cause harm to others, including but not limited to knives, guns, or other weapons, tobacco, alcohol, or other controlled substances. These items will be confiscated immediately by teachers or the Administration if brought to school.
- The Islamic Association of Arabi has a policy that prohibits anyone (Parents and Students) associated with IAA or its subsidiaries (Masjid Yaseen, Al-Hameed Boy's Academy, Amatur Rahman Girl's Academy) to discuss any issues related to the organization and/or its subsidiaries on social media.
- IAA prohibits any such act by students or parents which reflects the institute in a negative way whether inside the institute or outside.

Grievance and Conflict Resolution Procedure

Throughout the school year, problems and misunderstandings may occur between students, parents, teachers, and administration. It is vital to maintain good communication between all four parties. The following procedure should be followed in order for all parties involved to feel respected and heard, and for the conflict to be resolved in a quick and precise manner.

- Step 1: Parent email to schedule a conference with the teacher (arga@masjidyaseen.org). Teachers cannot hold conferences with you in the classrooms when students are present, in the hallway or at functions outside of school. If you are not satisfied with the results of this meeting, proceed to step 2.
- Step 2: Contact the administrator (arga@masjidyaseen.org) and schedule a conference between yourself, the teacher, and the administrator. The administrator will schedule the time and date of

the conference. Please allow 3-5 days for the conference unless it is an issue that threatens the safety, physical or mental health of your child. If you are not satisfied with the results of the meeting, go to step 3.

- Step 3: You may not take this step unless you meet with the teacher and administrator and discussed the issue with them. If not satisfied, you can send a letter or an email (masjid@masjidyaseen.org) to the school board. Please include your concerns and results from the previous meetings. A school board member will respond by email or phone in 7-10 days or sooner if it is an issue that threatens the safety, physical or mental health of your child. If you are not satisfied with the results of this correspondence, proceed to step 4.
- Step 4: Request a face-to-face meeting with the school board. You may do this by sending an email to (board@masjidyaseen.org) or obtaining up to date emails of school board members from the school office.

Parental Expectations

We feel that parents are a vital tool for the learning process of their children. We expect them to:

- Adhere to the policies found in this handbook.
- Treat teachers and staff with respect and patience.
- Communicate with teachers about any changes in the home that may affect student learning.
- Have proper communication. It is an important part of your child's education. Parents must address all communication that is sent home by teachers and/or administration. Parents may be required to sign or respond to homework updates, tests, discipline reports, etc. Please check your child's log thoroughly each evening.
- Sign logs. All Hifz children have logs. Parents are required to sign the log. Your child may be subject to discipline by the teacher if this is not done.
- Follow the Grievance and Conflict Resolution Procedure outlined in this handbook.

Parental Consequences for Misconduct

Your child may be dismissed from the school based on parental misconduct. Misconduct is as follows:

- The parent threatens or verbally abuses any staff member or another student of IAA.
- The parent refuses to adhere to policies prescribed by the school in the Parent & Student Handbook.

Parental Consequence for Child Abuse

- If it is confirmed that the parent has abused the child, the institute will notify the proper authorities

Student Responsibilities

At IAA, students will be expected to model the best Akhlaq and Adab. At IAA, instead of only abiding by rules and regulations, students will take ownership in upholding responsibilities to maintain the highest standards of Akhlaq (manners) and Adab (politeness).

Student Responsibilities in School:

Throughout the school, the following responsibilities will be observed:

- Beginning every act with Bismillah.
- Treating others as you would want to be treated. If you do not have anything nice to say, do not say anything at all. No name-calling, bullying, arguments, fighting or treating others unfairly.
- Spreading the salaam. The first one to give the greeting of “As-salaamu Alaikum” is rewarded highly. According to the Sunnah of Rasullulah (saw), it is an obligation to return the salaam.
- Doing actions in a perfect manner. The path to learning is the path to Paradise. Sabaq must be completed on time and to the best of your ability. Homework and effort are part of your grade.
- Respect parents, elders, and teachers/school staff members. Students should show an understanding that those who impart knowledge to them deserve respect.
- Students are entrusted with the responsibility of maintaining the school's cleanliness, as each group will be assigned specific daily tasks, including vacuuming, dusting, and ensuring the cleanliness of the toilets.

Student responsibilities during lunch and break:

- No sharing of food. This is due to students that may have food allergies, or because of the possibility of having any inappropriate or doubtful ingredients in the food products.
- Refrain from certain foods if requested to do so by the IAA School Administration or the teacher.
- Students are allowed to use the microwave to heat up their lunches.
- Recite Du’aa before eating and drinking.
- Sit while eating and drinking.
- Recite Du’aa when you are finished eating.
- After eating, clean up your area and make sure there is no garbage on the floor or table near or around you.

Student responsibilities during Salaah in school:

- Dress in neat and clean uniform, especially socks
- Have correct wudhu.
- Make intention for Salaah.
- Good behavior
- Recite Du’aa together after Salaah for the sake of reward.
- Come to and from the prayer Area in an orderly, quiet fashion with teacher

(Refer to the Uniform Policy and the Student Code of Conduct for consequences of not following the above responsibilities)

Hygiene

As students become teenagers, their hygiene becomes more significant. Parents should make sure that their children:

- Take regular showers
- Wear deodorant
- Wash their clothes regularly, especially after physical activity
- Wear clean socks
- Make proper wudhu

- Maintain wudhu throughout the day
- Wear clothing that fits them modestly

(Please refer to the Hygiene and Uniform Policy for more details)

Withdrawal Policy:

- 1) If you want to withdraw your child from the institute you must send an email confirmation of withdrawal to administration.
- 2) The withdrawal date not to be charged for the entire year is January 31st. If you withdraw before January 31st all future tuition payments will be cancelled and you will not be charged any further payment.
- 3) If you withdraw after January 31st, you will still be responsible for the full year's tuition.

**If a student seeks re-admission with our institute, he/she must re-apply. If there is a waiting list the student will be placed at the bottom of the list.*

I HAVE READ AND WILL ENSURE FOLLOWING THE ABOVE GUIDELINES AND RULES METICULOUSLY.

Parent Signature