



**AUSTIN
PEACE
ACADEMY**



Nationally Accredited by Southern Association of Colleges and Schools

Austin Peace Academy

A Nationally Accredited Islamic School

“The mission of Austin Peace Academy is to prepare our students for success in this life and the Hereafter by providing them with exemplary education based on Islamic morals, values and the highest academic standards”

Registration Packet 2010 – 2011

New Pre-K through Elementary Students

Phone: (512) 926-1737

Fax: (512) 926-9688

5110 Manor Road

Austin, Texas 78723

www.apacademy.org

New Student Records

Student's Name: _____ **Grade:** _____

The following information is needed at the time of registration:

- _____ Enrollment Information Form
- _____ Health Requirements Form
- _____ Updated Immunization Record
- _____ Birth Certificate
- _____ Personal Data of Parents/Guardian Form
- _____ Probationary Form (for New Students)
- _____ Parent's Acceptance of Handbook Form
- _____ Request for Transfer of Records (for New Students)
- _____ Tuition Payment Plan Contract
- _____ Report Cards (for New Students)
- _____ Registration Fee

Office Use Only:

Verified by: _____

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Provisional Admission (New Students)

Name: _____ **Grade:** _____ **Date:** _____

New students are admitted to Austin Peace Academy on a provisional basis. During this provision period, the student will be tested and observed by the teacher for academic achievement, study and behavior habits, learning and /or speech development. The administration and faculty have the final decision on whether to accept, promote or retain your child.

If the student meets the academic and behavioral requirements of the school, he/she will be considered accepted as a regular pupil. However, there is no automatic guarantee that your child will be promoted to the next grade since this is a probationary year.

Should the student not meet the school's requirements, the parents will be notified to withdraw the student from the school. When students withdraw because of such a notification, APA will provide a refund of the tuition payment corresponding to the number of days the student is no longer a pupil at the school.

Further, APA requires that all new applicants undergo either a standardized achievement test and/or formal educational evaluation every 12-month period. We accept the following testing:

- **Stanford Achievement Test (www.harcourtassessment.com)**
- **Iowa Test of Basic Skills (www.education.uiowa.edu/itp.itbs/)**
- **Independent School Entrance Exam (www.erbtest.org)**

Parent Name

Signature

Date

Administration

Title

Date

Request for Transfer of Records

Previous School Information

School Name: _____

Address: _____

Phone No. _____ Fax No. _____

Student Information

Student's Name: _____ DOB: _____

The above student has enrolled at Austin Peace Academy. Please forward the permanent and cumulative academic records, medical information, and test records to:

Principal
Austin Peace Academy
5110 Manor Road
Austin, TX 78723

I GRANT PERMISSION FOR MY CHILD'S SCHOOL RECORDS TO BE SENT TO AUSTIN PEACE ACADEMY.

Parent's Signature: _____ **Date:** _____

Registrar: *Please ensure all records are legible.*

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Parent Acceptance of Handbook and School Rules

We have read the APA Parent/Student Handbook and reviewed the school rules with our child. We will abide by the provisions of the Parent Handbook and the School Rules stated below and impress upon our child the necessity of following the rules.

- APA does not have liability insurance
- Entrance and Enrollment Requirements
- Pre-Registration and Registration Process
- Tuition Fees/Registration Fee/Book Fee/Activity Fee
- Late Fee Policy
- Returned Check Fee Policy
- Full monthly tuition is due regardless of number of days attended
- Immunizations Required
- Attendance Policies
- School Hours
- Sign-in and Sign-out procedures for Pre-K and Kindergarten students
- Late Pick Up Policy and Fees
- Tardy Policy
- Inclement Weather Days
- Policies concerning children with illnesses or contagious conditions
- Medicine Policy
- Discipline and Student Behavior Policies
- Parent Responsibilities
- Lunch/Snack/Food Policies
- School Uniforms
- Picture Policy
- Visitor Policy

Student' Name: _____

Mother's Signature: _____ **Date:** _____

Father's Signature: _____ **Date:** _____

Tuition Payment Plan Contract

The tuition is due on the 1st of each month even though no separate bill will be sent each month. The payment becomes delinquent on the fifth of the month if not yet paid. Payment may be made by mail or in person. Parents acknowledges that timely payment of tuition and other billable school fees is important to the operating budget of the school.

This is a contract between

Mr./Mrs. _____

Parent of (Name of the Child/Children)

and **Austin Peace Academy.**

I understand that a late charge of \$25.00 will be assessed if payment is not received by the fifth day of the month. I understand that if the school office has not received payment after 30 days of delinquency that my child/ren will be excluded from school and cannot attend classes until payment has been received.

Dismissal will result if payment is not received after thirty-five days of delinquency and Austin Peace Academy reserves the right to withhold report cards, transcripts, and diplomas until all fees are paid in full.

I agree to abide by all policies and procedures of Austin Peace Academy as outlined in this contract and the Parents Handbook.

I have read and understand the above statements.

Signed: _____ **Date:** _____
(Parent or Guardian)

Signed: _____ **Date:** _____
(Director /Principal)

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Tuition and Fees

There is a discounted, advance registration fee of \$160.00 if registered by May 15th, 2010. This fee is due upon submission of the application; no application will be accepted and/or processed without this fee. **Registration fee for any students registering after May 31st, 2010 is \$200.00.**

There are two tuition payment options: annually or monthly. The appropriate payments are listed for each option and for each child enrolled. Note there is a family discount applied for multiple children enrolled.

Grade	Child	Annually	Monthly
Pre-K1 & Pre-K2		\$4,500.00	\$450.00
K and up	1 st	\$3,900.00	\$390.00
K and up	2 nd	\$2,500.00	\$250.00
K and up	3 rd	\$2,000.00	\$200.00
K and up	All additional	\$1,550.00	\$155.00

- ❖ There is a one-time, mandatory **Activity Fee of \$160.**
- ❖ There is a one-time, mandatory **Physical Education Fee of \$160.**
- ❖ There is a one-time, mandatory **TAKS & IOWA Testing Fee of \$40**
- ❖ **International Students** participating in the ESL program need to check with the office for price schedule.

Monthly tuition payments are due in advance on the first of each month for a period of 10 months. A \$25.00 late fee will be assessed if payment is not received by the 5th of each month. Parents will be charged a \$25 fee for any returned check. A child will be dismissed from the school if tuition is not received after 35 days of delinquency

Parents are responsible for paying a **book fee** for the use of textbooks and workbooks. The book fees for the 2010 –2011 academic year are **\$75 for Pre-Kindergarten, \$100 for Kindergarten, \$175 for 1st – 5th Grade.** Students are required to take care of the books and return them at the end of the year. Parents will be assessed additional fees if the books are not returned or if they are returned in poor condition.

Parents are required to sign a contract that gives specific information on payment arrangements. Tuition is due in full for each month regardless of the number of days your child attends school. If your child is sick and does not attend, the payment will not be reduced and no compensation will be made for hours or days missed. The tuition will remain the same for months in which there are long holidays. APA reserves the right to alter the calendar or school times at any time throughout the year. Such alterations do not change the parental requirement to pay full tuition.

**Personal Data 2010-2011
(Parents/Guardians)**

Student Information

Name: _____ Entering Grade: _____ DOB: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____

Father's /Guardian Information

Name: _____

Employer: _____ Occupation: _____

Business Phone: _____ Cell Phone: _____

Email: _____

Mother's /Guardian Information

Name: _____

Employer: _____ Occupation: _____

Business Phone: _____ Cell Phone: _____

Email: _____

Do you wish the above information to be included in Austin Peace Academy Phone Directory?

- Yes, I wish to be included.
- No, I do not wish to be included.

Parent's Signature

Date

Academic and Conduct History

Current School Information

School Name: _____ Grade: _____

Address: _____

Phone No. _____ Fax No. _____

Have you requested that a current transcript be sent to Austin Peace Academy?
Yes No

Principal's Name (s): _____

Teacher's Name (s): _____

List the last three schools attended:

Name	Address(City,State)	Grade(s)/Year(s)
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Please answer the following questions and explain any "Y" (yes) answers in an additional sheet of paper.

Has the applicant ever been suspended? Y N

Has the applicant ever been expelled? Y N

Has the applicant had any encounters with law enforcement or juvenile authorities? Y N

Has the applicant received testing/counseling by a psychologist, psychiatrist, or family counselor? Y N

Has the applicant ever been diagnosed or in a program for a learning disability? Y N

Has the applicant ever been in a bilingual, ESL or LEP program? Y N

Has the applicant ever been in IEP (Individualized Education Plan) with or without ARD? Y N

**Please submit copies of tests results or consultation reports with your application.
Any falsification of information will result in dismissal of student.*