



**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 2018 – 2019**

***New Middle and High School Students***

Phone: (512) 926-1737

Fax: (512) 926-9688

5110 Manor Road  
Austin, Texas 78723

**[www.apacademy.org](http://www.apacademy.org)**

## Application Process

Thank you for your interest in Austin Peace Academy. In order to apply for admission, please complete the following steps:

- ***Schedule a tour.***  
Students are not obligated to participate in the tour but are welcome.
- ***Complete the Application for Admission attached to this packet.***
- ***Complete the Parental Questionnaire and Student Essay.***
- ***Submit your teacher and personal recommendation letters and request that they are mailed or faxed directly to Austin Peace Academy.***
- ***Schedule 2 trial days by calling our Administrative Office at (512) 926-1737.***  
Please bring a lunch, any school supplies you may need to participate in the classes, and a book or other work to work on during your study hall period. You will need to arrive at 8:00am, and your day will complete at 2:50pm. (Remember that your application must be submitted to the school on or before your first trial day.)
- ***Complete 2 interviews during your second trial day.***  
A teacher and a member of the school administration will interview the student.

Once your trial day process is complete and ALL of your records, recommendation forms, and application materials are turned into the school, the Admissions Council will hold a meeting to discuss your application. The school will contact you via mail or by phone to inform you of the status of your application. If you are accepted, you will be invited to enroll. In order to enroll, you will submit your enrollment contract, release forms, all registration fees, and first tuition payment.

You will then be assigned a locker and your textbooks, and you will officially be an Austin Peace Academy student. Keep in mind that the first year of student admission is provisional, so APA may terminate admission if the school is unable to meet the student's educational needs.

Austin Peace Academy does not discriminate in enrollment on the basis of race, national origin, or religion. Our students come from a broad section of backgrounds, lifestyles, and economic levels. We are interested in serving students and parents who support our mission, values, and philosophy. All applicants must complete the full admissions process to be considered for admission.

## New Student Records

**Student's Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

The following information is needed at the time of registration:

- \_\_\_\_\_ New Student Records Form
- \_\_\_\_\_ Registration Fee
- \_\_\_\_\_ Provisional Admission Form (for New Students)
- \_\_\_\_\_ Request for Transfer of Records
- \_\_\_\_\_ Academic and Conduct History
- \_\_\_\_\_ Parent's Acceptance of Handbook and School Rules Form
- \_\_\_\_\_ Tuition Payment Plan Contract
- \_\_\_\_\_ Tuition and Fees Schedule
- \_\_\_\_\_ Electronic Fund Transfer (EFT) Form
- \_\_\_\_\_ Personal Data 2018-2019 (Parents/Guardians) Form
- \_\_\_\_\_ Parental Questionnaire Form
- \_\_\_\_\_ Student Application Essay
- \_\_\_\_\_ Current English Teacher Evaluation Form
- \_\_\_\_\_ Current Math Teacher Evaluation Form
- \_\_\_\_\_ Personal Recommendation Form
- \_\_\_\_\_ Health Requirements (if any) \*
- \_\_\_\_\_ Updated Immunization Record\*
- \_\_\_\_\_ Birth Certificate\*

Any items marked \* will be provided by parents/guardians.

**Office Use Only:**

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**Verified by:**

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## 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.**

## 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 on 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 had an 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.***

Student's Name: \_\_\_\_\_ Current Grade: \_\_\_\_\_

## **Parent Acceptance of Handbook and School Rules**

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

- APA does not have liability insurance
- Entrance and Enrollment Requirements
- Pre-Registration and Registration Process
- Tuition Fees/Registration Fee/Book Fee/Activity Fee
- Tuition Payment on EFT agreement
- Late Fee Policy
- Returned Check Fee Policy
- Full monthly tuition is due regardless of number of days attended
- Immunizations Required
- Attendance Policies
- Pledge to APA Honor Code
- School Hours
- Bus Service Fees and Transportation Rules
- Late Pick Up Policy and Fees
- Tardy Policy and Absence 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
- Photographs Policy
- Visitor Policy

**Student' Name:** \_\_\_\_\_

**Mother's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Father's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Tuition Payment Plan Contract

Tuition is due on the first day of each month even though no separate bill will be sent monthly. The payment becomes delinquent on the fifth day of the month if not yet paid. Payment may be made through Electronic Fund Transfer (EFT), a check enclosed in your child's daily homework folder to be sent in to school, in person, or by mail. Parents acknowledge 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 (APA)**.

I understand that a late fee of \$35.00 will be charged, if payment is not received by the fifth day of the month. An option of Electronic Fund Transfer Program (EFT), also known as ACH debit, is offered for the convenience of monthly payment. If I decline to participate in this program, a one time processing fee of \$250.00 will be charged per family for each school year, due upon enrollment. It will be refunded once I sign up for the EFT program.

I understand that if the school office has not received payment after 30 days of delinquency my child/children will be excluded from school and cannot attend classes until payment has been received.

An additional 5-day grace period will be offered after 30 days of delinquency to pay my unpaid tuition. Dismissal will result if payment is not received after 35 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 tuition policies and procedures of Austin Peace Academy as outlined in this contract and the Parents Handbook.

I have read and I understand the above statements.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**(Parent or Guardian)**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**(Principal/ Director)**



## Tuition and Fees Schedule

There is a discounted, advance registration fee of \$225.00 if registered by Monday, April 30, 2018. This fee is due upon submission of the application; no application will be accepted and/or processed without this fee. **Registration fee for current students registering after May 31<sup>st</sup>, 2015 is \$350.00.**

Tuition is paid monthly; annual tuition payment is welcome without discount. The appropriate payments are listed for each option and for each child enrolled. Note that there is a family discount applied for multiple children enrolled. There will be a discounted tuition for siblings as indicated in the table below. If you have more than one child in either Pre-school or High School, only one of the highest tuition will be paid, the rest of child/children will be charged according to the fee table shown.

Grade	Child	Annually	Monthly
Pre-K to 12 <sup>th</sup>	1 <sup>st</sup>	\$6,100.00	\$610.00
Pre-K to 12 <sup>th</sup>	2 <sup>nd</sup>	\$4,300.00	\$430.00
Pre-K to 12 <sup>th</sup>	3 <sup>rd</sup>	\$3,700.00	\$370.00
Pre-K to 12 <sup>th</sup>	All additional	\$3,300.00	\$330.00

The following school fees are one-time mandatory fees (activity fees, supply fee, P.E., Art, extra-curricular fees, Iowa Testing fees, Technology fees, graduation, field trips, camps, and other activities not listed).

Grade	One Time Fees
Pre-K1 & Pre-K2	\$ 800.00
Kindergarten	\$ 825.00
1 <sup>st</sup> – 5 <sup>th</sup>	\$ 985.00
6 <sup>th</sup> – 8 <sup>th</sup>	\$ 1140.00
9 <sup>th</sup> – 12 <sup>th</sup>	\$ 1210.00

- ❖ **Non Participating EFT Fee of \$250.00.**
- ❖ **AP exams - \$100 / test**
- ❖ **International Students** participating in the ESL program need to check with the office for price schedule.

Bus Service Fee is charged monthly along with monthly tuition payment. A family discount is applied for multiple **children taking the service: \$150.00 for 1<sup>st</sup> child, \$100.00 for 2<sup>nd</sup> child, for 3<sup>rd</sup> child or more will be \$75.00 each.**

# AUSTIN PEACE ACADEMY

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## Tuition and Fees Schedule (continuation)

Monthly tuition payments are due in advance on the 1st of each month for a period of 10 months. Payment is preferred by ACH debit [also known as Electronic Fund Transfer (EFT)] through a bank account. If parents/guardians choose not to participate in the direct payment method, a processing fee of **\$250.00** will be charged per family for each school year. For parents that do not have bank accounts, please visit the office.

A \$35.00 late fee will be assessed if payment is not received by the 5<sup>th</sup> of each month. A child will be dismissed from the school if tuition is not received after 35 days of delinquency. Additionally, a \$35.00 fee will be charged for any returned check.

Parents are responsible for paying a **book fee** for the use of textbooks and workbooks. Students are required to take care of the books and return them at the end of the school 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 school, 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.

I agree to abide by all policies and procedures of Austin Peace Academy (APA) as outlined in this Tuition and Fee Schedule.

I have read and I understand the above statements.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Parent or Guardian)

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Principal/Director)

# Electronic Fund Transfer (EFT) Payment Program Enrollment Form

**Please Check One:**

New EFT Participant

Current EFT Participation With Bank Changes

**APA Parent account information:**

\_\_\_\_\_  
Name of account holder: (Last, First)

\_\_\_\_\_  
Day-time telephone number

\_\_\_\_\_  
Address of account holder

**Bank Information:**

Type of account: \_\_\_\_\_ Checking

\_\_\_\_\_ Savings

\_\_\_\_\_  
Name on Bank Account

\_\_\_\_\_  
Banking Routing/ABA Number

\_\_\_\_\_  
Bank Account Number

\_\_\_\_\_  
Bank Name

\_\_\_\_\_  
Bank Phone Number

\_\_\_\_\_  
Bank Address

Signature Section: I hereby authorize Austin Peace Academy to initiate debit withdrawals from my checking or savings account indicated above for the payment of my monthly Tuition bill. I further authorize the bank or financial institution named above to debit such account. **I understand the debit will be made on the 5<sup>th</sup> of each month.** This authority shall remain in full force and effect until revoked by me, my bank or financial institution or Austin Peace Academy. I acknowledge that I read and understand the Austin Peace Academy payment program.

\_\_\_\_\_  
Account holder's signature for authorization

\_\_\_\_\_  
Date

**Personal Data 2018-2019**  
**(Parents/Guardians and Emergency Care)**

**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: \_\_\_\_\_

**Emergency medical attention**

I, \_\_\_\_\_, the parent of my child \_\_\_\_\_  
\_\_\_\_\_, agree to have Austin Peace Academy (APA) to provide  
medical attention and treatment to my child/children in case of any emergency needs,  
when the school cannot get in touch with either parents that listed above.

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**

## **Austin Peace Academy Compact**

Research shows that when parents are involved in schools, students achieve more, attendance is better, grades and test scores are higher and graduation rates increase. Students are also more likely to reach his/her highest potential for intellectual, social, emotional and physical growth. Family involvement in education is critical for the success of students. To accomplish this, parents, teachers, and students need to work together. We ask that you agree to do this by signing and returning this agreement.

### **Student Agreement**

As a student, I understand that I need my education in order to become a productive citizen. I will be responsible for:

- ✓ Attending school every day and being on time
- ✓ Completing and returning homework assignments in a timely manner
- ✓ Following the school rules and be responsible for my behavior
- ✓ Reading everyday

Date \_\_\_\_\_ Student Signature \_\_\_\_\_

### **Teacher Agreement**

As a teacher, I want all of my students to succeed academically. I will be responsible for:

- ✓ Providing instruction in a way that will motivate and encourage my students
- ✓ Providing homework assignments for students
- ✓ Providing a positive and safe atmosphere for learning
- ✓ Keeping students and parents informed of student progress on a regular basis
- ✓ Communicating with parents via parent conferences as needed
- ✓ Being available for parents to contact when not teaching classes

Date \_\_\_\_\_ Teacher Signature \_\_\_\_\_

### **Parent Agreement**

As a parent, I will help my child meet his/her responsibilities. I will be responsible for:

- ✓ Sending my child to school on time each and every day
- ✓ Sending my child to school prepared and ready to learn
- ✓ Reading to and with my child
- ✓ Establishing a time for homework and review it regularly
- ✓ Participating as appropriate in decisions related to my child's education and the positive use of extracurricular time
- ✓ Supporting the school in its effort to maintain proper discipline
- ✓ Supporting the classroom teacher by volunteering if work schedule permits

Date \_\_\_\_\_ Parent Signature \_\_\_\_\_

## **Parental Questionnaire**

1) Why do you want to send your child to Austin Peace Academy?

2) How did you hear about Austin Peace Academy?

3) Describe the perfect learning environment for your child.

4) After reviewing the Parent & Student Handbook, can you summarize APA's expectations from you as a Parent? (Enclose additional sheets if necessary. )

5) As a nonprofit organization, we encourage the participation of our families in their particular area of expertise. This participation is essential to the growth and development of Austin Peace Academy. Please indicate all areas you would be willing to support with your time, effort, or connections. Indicate how you would be willing to help out in the following areas: *Fundraising (silent auction coordinator, event planning, event set-up etc.), Marketing (photography, layout, press releases, website, event planning, etc.), Cooking, Teacher's Aid and After School Programs.*

## **Student Application Essay**

Please choose one of the following questions and develop it into an essay. All essays must be typed in 12-point font and double-spaced. Middle School applicants should write a minimum of one page, and High School applicants should write a minimum of two pages. Please note that longer essays are appreciated as they give us a chance to get to know you better.

**Essays should be submitted with your application for admission.**

1. Define “community” in your own terms. Please include several key aspects of a successful community.
2. Describe the relationship between respect and an effective learning environment.
3. Describe your ideal learning experience / environment and include how you would go about creating it.
4. In your opinion, what are your most important qualities? Why are they important and what do they say about you?
5. How do you define/describe yourself as an individual? In what ways do you embody this?
6. What aspect of Austin Peace Academy do you find most appealing? How do you feel Austin Peace Academy can enhance your learning experience?

## **Current English Teacher Evaluation**

Please print all information and return to:

**Austin Peace Academy, 5110 Manor Road Austin, Texas 78723**

Phone: 512.926.1737 Fax: 512.926.9688

**TO THE APPLICANT:** *Please print the requested information below and give this form to your current English teacher. This teacher must return the form to Austin Peace Academy by mail or fax. This form must be submitted before your first trial day for your application to be considered complete.*

**TO THE TEACHER:** *This evaluation form is one part of the application process for gaining admittance to Austin Peace Academy. Your evaluation will be kept confidential. Please mail or fax this form promptly and directly to Austin Peace Academy. Please return this form as soon as possible, as the candidate's application cannot be processed until this form has arrived.*

**Student's Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

1. How long have you known the applicant?
2. What course(s) have you taught the applicant?
3. Was the course considered Honors or AP?
4. What works of literature did this student read in your class?
5. Briefly describe the strengths of the applicant. Use additional sheets if necessary.



## Current English Teacher Evaluation – cont.

6. Briefly describe any academic challenge/areas for growth of the applicant. Use additional sheets if necessary.

7. Please use this space to provide us with any additional information that would help us know the applicant better.

**Austin Peace Academy appreciates the time that you took to fill out this evaluation. Your feedback is an essential component of the candidate's application. All information that you provided will be held in strict confidence and will only be shared with the Admissions Council.**

### Evaluator's Information

Name: \_\_\_\_\_

Position: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### School Information

School Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

## Current Math Teacher Evaluation

Please print all information and return to:

**Austin Peace Academy, 5110 Manor Road Austin, Texas 78723**

Phone: 512.926.1737 Fax: 512.926.9688

**TO THE APPLICANT:** *Please print the requested information below and give this form to your current Math teacher. This teacher must return the form to Austin Peace Academy by mail or fax. This form must be submitted before your first trial day for your application to be considered complete.*

**TO THE TEACHER:** *This evaluation form is one part of the application process for gaining admittance to Austin Peace Academy. Your evaluation will be kept confidential. Please mail or fax this form promptly and directly to Austin Peace Academy. Please return this form as soon as possible, as the candidate's application cannot be processed until this form has arrived.*

**Student's Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

1. How long have you known the applicant?
2. What course(s) have you taught the applicant?
3. Was the course considered Honors or AP?
4. Recommended course placement at the time of this evaluation
5. Briefly describe the strengths of the applicant. Use additional sheets if necessary.

**Current Math Teacher Evaluation – cont.**

6. Briefly describe any academic challenges of the applicant. Use additional sheets if necessary.

7. Please use this space to provide us with any additional information that would help us know the applicant better.

**Austin Peace Academy appreciates the time that you took to fill out this evaluation. Your feedback is an essential component of the candidate's application. All information that you provided will be held in strict confidence and will only be shared with the Admissions Council.**

**Evaluator's Information**

Name: \_\_\_\_\_

Position: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**School Information**

School Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_



**Personal Recommendation – cont.**

5. Briefly describe any academic challenges of the applicant. Use additional sheets if necessary.

6. Please use this space to provide us with any additional information that would help us know the applicant better.

**Austin Peace Academy appreciates the time that you took to fill out this evaluation. Your feedback is an essential component of the candidate's application. All information that you provided will be held in strict confidence and will only be shared with the Admissions Council.**

**Evaluator's Information**

Name: \_\_\_\_\_

Position: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**School Information**

School Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_