



**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 promote educational excellence and meaningful faith in a diverse, caring Islamic environment to students who are secure in their identity, critical and creative thinkers, effective communicators and responsible citizens dedicated to peace.”

Registration Packet 2019 – 2020

New Pre-K through High School Students

Phone: (512) 926-1737

Fax: (512) 926-9688

5110 Manor Road
Austin, Texas 78723

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.***
- ***Schedule shadow day (interview plus testing for English and Mathematics) 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 (if applicable). A teacher and a member of the school administration will conduct the interview. You will need to arrive at 8:00 a.m., and your day will complete at 2:50 p.m. (Remember that your application must be submitted to the school on or before your first trial day.)

Once your trial day process is complete and ALL of your records 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
- _____ Parent's Acceptance of Handbook and School Rules Form
- _____ Tuition Payment Plan Contract
- _____ Tuition and Fees Schedule
- _____ Electronic Fund Transfer (EFT) Form
- _____ Personal Data 2019-2020 (Parents/Guardians) Form
- _____ Health Requirements (if any) *
- _____ Updated Immunization Record*
- _____ Birth Certificate*

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

Office Use Only:

Verified by:

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Provisional Admission (For New Students)

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

New students are admitted the first year at Austin Peace Academy (APA) 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 student. 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 enrolled 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
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Administration	Title	Date
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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.

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 sixth 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 \$250.00 if registered by April 30th. This fee is due upon submission of the application; no application will be accepted and/or processed without this fee. **Registration fee for new students registering after May 31st 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 th	1 st	\$7,000.00	\$700.00
Pre-K to 12 th	2 nd	\$4,300.00	\$430.00
Pre-K to 12 th	3 rd	\$3,700.00	\$370.00
Pre-K to 12 th	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 st – 5 th	\$ 985.00
6 th – 8 th	\$ 1140.00
9 th – 12 th	\$ 1210.00

- ❖ **Non Participating EFT Fee of \$500.00.**
- ❖ **AP exams - \$100 / test**
- ❖ **Bounced Checks/EFT - \$35**
- ❖ **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 1st child, \$110.00 for 2nd child, for 3rd child or more will be \$85.00 each.**

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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 **\$500.00** 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 5th 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 5th 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 2019-2020 (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 _____