

# INTERNATIONAL STUDENT ADMISSION PACKAGE

Student's:		
First Name	:	
Last Name	<b>:</b>	
Date of Birth	<b>:</b>	(MM/DD/YYYY)
Country	•	



#### LETTER TO PARENTS

#### Dear Parents,

We would first like to take this opportunity to thank you for choosing Iqra Math and Science Academy as your child's educational institution. We also thank you for your trust and support.

To help ensure your child's success in school, a student-parent-school relationship and communication are necessary. For this reason, the first section of the Registration Folder contains the rules and guidelines for students and parents. This should be read and understood carefully and signed. In addition, some of these documents have deadlines, so each of the documents must be read, completed, and signed by the indicated date.

After we receive the completed documents, the administration team will keep these documents for future reference. All documents will be kept in secure environment.

We strive for success for every student and look forward to serving your child's educational needs.

(Adam) U. Demir

Principal



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#### APPLICATION PROCEDURE

- 1. Student completes and emails the following forms;
  - Student Information Form (Page 6)
  - Parent/Guardian Information Form 1 & 2 (Pages 7 & 8)
  - Academic transcript/report card from the last school attended
- 2. Student deposits non-refundable application fee (\$250) to school account via wired transfer or Western Union. For school account details, refer to page 20.
- 3. After receipt of application forms and application fee, school will provide student with an admission test date and an interview date for real-time interview with school administrators.
- 4. If student's admission is approved, parent/guardian pays a non-refundable registration fee (\$750) and submits the following registration documents filled and duly signed as soon as possible.
  - Student-Parent/Guardian School Agreement (Pages 9, 10, 11)
  - ➤ Authorization for Emergency Medical or Surgical Treatment (Page 12)
  - > Immunization Chart (Page 13)
  - > Permission for Provision of Non-Prescription Drugs for Minor Ailment (Page 14)
  - Physical Education and Health Classes Medical Clearance Form (Page 15)
  - Parent/Guardian Authorization & Consent Form (Page 16)
  - Affidavit of Financial Support (Page 17)
  - Form I-20 Information Form (Page 18)
  - Payment Commitment Letter (page 21)
- 5. Upon receipt of all documents, school issues Form I-20 and mails it to student's home country address provided. Then student applies to US Consulate for F-1 visa. Parent/Guardian should make sure that receipt of I-901 (SEVIS fee) must be printed to attach to the visa application file for visa interview at US Consulate. I-901 (SEVIS fee) can be paid online through www.fmjfee.com.
- 6. Health insurance fee of \$500 and half of the tuition and boarding fee is due within 3 weeks of issuance of Form I-20. In case student cannot enter US or a legitimate reason occurs, full health insurance fee and one third of the tuition and boarding fee paid will be refunded.



## ADDITIONAL REGISTRATION DOCUMENTS

To complete the admission process, together with this admission package, all applicants should submit the following documents.

- Copy of Student's Passport
  - o First Page
  - Visa Page (*Transfer students only*)
- Bank Letter
- > Academic Transcript
- ➤ Elementary/Middle School Diploma
- > Certificates of Achievement & Awards





# STUDENT INFORMATION FORM

First Name:		Last Name:			
Gender: 🗖 Male	☐ Female	Date of Birth: Day:	Month:	Year:	
Cell Phone: (	_)	E-mail:			
Identification No.	(If applicable):				
Grade Applied for	:				
Home Address:					
		Country:			
Current School:					
Name:					
				_	
		Country:			
Tolonhono Number: ( )		Fax Number: (	)		





# PARENT / GUARDIAN INFORMATION (1)

Stu	ident lives witl	n;		
	Both parents	☐ Mother only	☐ Father only	☐ Legal Guardian
Fat	ther / Legal Gu	ardian:		
Fir	st and Last Nan	ne:	Но	ome Phone: ()
Мо	bile Phone: (	)	Mobi	le Phone 2: ()
Pei	rsonal E-mail: _			
Ad	dress (If not the	same as the stude	ent):	
Str	eet:			
Cit	y:	State:	Country:	Postal Code:
W	ork Informatio	n:		
Co	mpany Name:		P	osition:
				ode:
Tel	lephone No: (	)	Fax No:	()
Wo	ork E-mail:			





# PARENT / GUARDIAN INFORMATION (2)

Mother / Legal Guardian:	Home Phone: ()			
First and Last Name:				
Mobile Phone: ()	Mobile Phone 2: ()			
Personal E-mail:				
Address (If not the same as the s	tudent):			
	Country:Postal Code:			
Work Information:				
Company Name:	Position:			
	Country:Postal Code:			
Telephone No.: ()	Fax No: ()			
Work E-mail:				
Other Emergency Contact:				
First and Last Name:	Relationship:			
Mobile Phone: ()	Mobile Phone: ()			



#### STUDENT - PARENT/GUARDIAN - SCHOOL AGREEMENT

#### A. STUDENT'S RESPONSIBILITIES

Each student studying under the supervision of the school has the following responsibilities:

- To respect the rights of all other students, teachers, & staff
- To wear appropriate attire during the school session and physical education classes as designated by the school administration
- To not participate in those acts which fall outside the framework of freedom of expression including teasing, even if meant in a joking manner, name calling, demeaning acts, gossiping, making false accusations, threatening, use of profanity, participating in fights and blackmailing
- To arrive at school on time and to attend classes; those who cut classes or who come to class late must abide by the rules concerning class attendance
- When called upon, to participate in all activities, ceremonies, and competitions organized either by the school or the state within and outside of school hours
- To use the school premises and its furnishings in the way they were intended without causing damage and to replace any damaged property in a timely fashion
- To not take any item belonging to another student, teacher or school personnel without permission and if permission is given, to not damage that item. If damaged, to have it replaced as soon as possible
- To not carry, consume or supply any tobacco, alcoholic, narcotic or any habit-inducing controlled substances within the school, its environs and all school activities outside the school
- To not carry, use or supply any type of gun, knife, weapon or any device which makes another individual feel at risk within the school, its environs and all school activities outside the school
- To not bring to school any illegal audio, visual or print publications that do not conform to moral standards and to not share these with other students, teachers or school personnel via communication tools such as the internet or telephones
- To comply with rules within the cafeteria and dining hall and to keep these facilities clean
- To refrain from any speech, behavior or attitude that can negatively affect the class environment, to have materials required for class ready and to provide them when requested by the teacher, to come prepared for class as required, to do any homework and provide it when requested.



#### B. PARENT/GUARDIAN'S RESPONSIBILITIES

Each parent/guardian who has a currently enrolled student has the following responsibilities:

- To provide complete contact information and to notify the school of any changes to guarantee open communication
- To carefully read and sign the school discipline guidelines, student/parent handbooks and school agreement and abide by all the specifications
- To make payments to the school during the registration process for the corresponding school year in a timely and complete manner per the payment schedule provided to the parent by the school.
- To make payments to the school during the registration process for the corresponding school year in a timely and complete manner per the payment schedule provided to the parent by the school.
- To read, evaluate and reply to, when necessary, all mail and electronic mail sent by the school administration, its teachers and personnel
- To regularly check the school's web site and the school information system (COOLSIS) containing the student's academic, discipline and attendance record and to contact the school, when necessary, to properly direct the student per the decisions made in conjunction with the school
- To complete and return in a timely manner any surveys and forms sent for informational purposes
- To observe any physical, mental and behavioral changes in the student and to notify the school in a timely manner and take necessary precautions because of these changes
- To provide the student with the resources required for homework, projects and apprenticeship obligations assigned by the school
- To provide the necessary funds for any voluntary activities and services intended for students or parents/guardian by the school
- To attend parent/guardian meetings organized by the school administration during the course of the year, or to arrange personal meetings due to special considerations and to inform the administration of any last-minute changes
- To make payments to the school during the registration process for the corresponding school year in a timely and complete manner per the payment schedule provided to the parent by the school.
- To make sure the student has regular check-ups, to provide any necessary treatment in a timely manner, to obtain any medications and do what's necessary for treatment and follow-up, and to keep the school administration informed of the student's health progress in a timely manner
- To obtain the airline ticket(s) to/from the U.S. for the student, confirming with the school administration and in accordance with the framework of the academic calendar.
- To ensure all homework, projects and apprenticeship obligations assigned by the school for academic purposes are completed.





#### C. SCHOOL'S RESPONSIBILITIES

The school administration, its teachers and staff attest to the students, parents/guardians:

- To provide services without regard to religion, language, race, or sect, in a just and respectful manner
- To provide an educational environment that is clean, healthy and secure
- To provide suitable conditions and requirements for academic and social foundation
- To make announcements about the required rules, regulations and programs in the school
- To provide transportation between the school and the airport to international students on the days and times specified on the academic calendar
- To follow and implement new developments in education and to inform the respective parties of these implementations
- Within the school, to create a culture of individuals who share universal values
- To provide an environment that prohibits violent behavior both in the school and its environs.

I have read the above agreement, comprised of three sections and of which I am a party as relates to my rights and responsibilities. I accept the responsibilities which I am expected to adhere to as stated in the agreement. In this framework, regarding the school regulations as specified in the student-parent handbooks and this agreement, I commit to abide by the responsibilities as well as any obligations resulting from non-conformance.

Date (MM/DD/YYYY) ://	
Student Name:	Signature
Parent/Guardian Name:	Signature
Principal:	Signature



# AUTHORIZATION FOR EMERGENCY MEDICAL OR SURGICAL TREATMENT

Student's FULL Name:		Date:	
Student's Grade:		Date of birth (MM/DD/YY):	
Mother's Name:		Father's Name:	
Parents' Address:			
Father's Address: (if different)			
Parents' Home Phone(s):		Father/Mother (if different)	
Mother's Cell Phone:		Father's Cell Phone:	
Mother's Business Phone:		Father's Business Phone:	
Doctor's Name:		Doctor's Phone:	
Address:		Doctor's Fax:	
Dentist's Name:		Dentist's Phone:	
Date of Last Tetanus:			
Allergies: (including those to medications)			
Medical Conditions:			
Current Medications:			
Emergency Contact Other than Parents, Name and Relation:			
Phone (1):		Phone (2):	
Authorization is hereby given to Iqra Math and Science Academy to act in the place of the parents/guardians of:  (Please print name of student)  Should any emergency medical or surgical treatment or hospitalization be required during the school year or within the years the student is enrolled at the school,  It is understood that the school and hospital authorities will make a bona fide effort to contact parents and the family physician (pediatrician) before acting on this authorization.  Authorization to Treating Physicians/Hospitals/Hospital Personal for Emergency Medical or Surgical Treatment  Authorization is hereby given to the physician(s), dentist(s), hospital or hospital personnel selected by Iqra Math and Science Academy to hospitalize or determine proper treatment for, and to order medication, anesthesia, or surgery fo			
Science Academy to nospitaliz	ze or determine proper treatment for Please print name of		anestnesia, or surger
		scaucity	
Signed (Parent/Guardian):		Date (MM/DD/YYYY):	_//





## **IMMUNIZATION CHART**

IMMUNIZATION CHART						
Stuc	lent Informatio	on:				
First	Name:			Date of Birth (MM/I	DD/YYYY)	
Last	Name:					
Fath	er's Name:					
Moth	ner's Name:					
			VACO	INATION DATE		
VA	CCINATIONS	1st VACCINATION	2 <sup>nd</sup> VACCINATION	3rd VACCINATION	4 <sup>th</sup> VACCINATION	5 <sup>th</sup> VACCINATION
1	DTP	1 VIIIIVIIIIIII	2 VIIGUINIIION	3 VIIGUIVIII ON	1 VIIGHWIIION	3 VIIGUIVIII ON
2	DTP/Hib					
3	DTaP					
4	DT/Td					
5	OPV					
6	IPV					
7	MMR					
8	Measles					
9	Mumps					
10	Rubella					
11	HIB					
12	Hepatitis A					
13	Hepatitis B					
14	Varicella					
15	Tdap					
_16	PCV					
		Official Use Only (Do	ctors Office or Health A	gency)		
Name:				Signature &		
ivalite.						
Date: (MM/DD/YY)//						





# PERMISSION FOR PROVISION OF NON-PRESCRIPTION DRUGS FOR MINOR AILMENT

Stude	nt's Nam	e:	
Date o	of Birth (	MM/DD/YY	YY):/
My ch	ild shoul	d NOT have	the following;
•	Benadry Cough sy Throat le All med Are any	ismol vl yrup ozenges ications mu	for cough for sore throat st be checked by health services. In or non-prescription medications, or herbal supplements being used?
ALLEI	RGIES:		
		Drugs (list)_	
		Foods (list)	
		Other (list) _	
Paren	t/Guardi	an's Name:	
Signat		•	Date (MM/DD/YYYY): / /





# PHYSICAL EDUCATION AND HEALTH CLASSES MEDICAL CLEARANCE FORM

Student's Name:	Grade:
Date of Birth (MM/DD/YYYY):/	/
Injury/Illness/Allergies:	
<ul> <li>□ Asthma</li> <li>□ Diabetes (Special food need to be cooked)</li> <li>□ Kidney Injuries</li> <li>□ Seizure Disorder</li> <li>□ Heart Conditions</li> <li>□ Other Medical Condition</li> </ul>	red)
REQUIRED MEDICATIONS/TREATMENTS	5:
Physician's Recommendation:	
<ul> <li>□ Unlimited participation in a supervis</li> <li>□ Limited participation in a supervis</li> <li>□ Not allowed to participate in an exception</li> </ul>	sed exercise program
*One of the above <b>MUST</b> be checked.	
Please specify limitations recommende	ed and activities NOT allowed:
Physician's Name:	Signature & Stamp:
Date of Office Visit://	
Address:	
City:State:	Postal Code:
Telephone No: ( )	Fax No: ( )





# PARENT/GUARDIAN AUTHORIZATION & CONSENT FORM

	T C CONDENT I OILL-I		
We affirm that the minor indicated herein is our child, custody of him. We give our full authorization and consent for our chadministrators to arrange a place of residence for my child. He is a supervision of Iqra Math and Science Academy (hereinafter called "scho	nild to live at the school facility and school minor student; hence he will be under the		
We give the school administrators permission to act on behalf of us in education, including permission to participate in co-curricular activities School nurse or neighboring medical institutions.			
We understand that participation in co-curricular and other school activities involves risks, injuries, hazard accidents and dangers, including, but not limited to, risks of travel by ground transportation and all other types transportation. We understand that the school will be diligent in supervision and planning but understand risk still exist. We acknowledge that these risks, injuries, hazards, accidents and dangers may impact our child's healt and personal safety, including loss of property, personal injury or death and that the school cannot and does not assume responsibility for any such personal injuries or property damages.			
We hereby authorize the School to seek medical treatment, and we ass and all expenses, damage, accident, illness, injury or medical expense participation. We further release the School from any liability for any su	es of and for our child resulting from such		
We remain financially responsible for tuition and other school fees and travelling expenses, living expenses, immunizations, medical treatm promptly pay any invoice for the cost of such care.			
We hereby agree to indemnify, defend and hold harmless the School and directors, agents, successors and assigns from any and all liability, loss, which arise out of, occur during, or are in any way connected with our other school activities, any related or independent travel, any activities are sponsored, supervised or controlled by the School.	damage or expense, including attorney fees child's participation in all co-curricular and		
We agree that this form is to be construed and governed under the lareference to its choice of law rules.	aws of the State of Alabama, U.S.A. without		
OUR SIGNATURE INDICATES THAT WE HAVE READ AND UNDERSTO EVERYTHING STATED IN IT. FURTHER, NO REPRESENTATIONS, ST. WRITTEN, APART FROM THE FOREGOING WRITTEN STATEMENT, HAV	ATEMENTS, OR INDUCEMENTS, ORAL OR		
Date (MM/DD/YYYY): /	/		
I can read and understand English, and have read and understood each and	d every instruction on this form.		
The interpreter has read and explained to me and I have understood every	instruction on this form.		
Father/ Legal Guardian Name:	Signature		
Mother / Legal Guardian Name:	Signature		
Name of the Interpreter:	Signature		



#### AFFIDAVIT OF FINANCIAL SUPPORT

All F-1 students are required to provide documentation of financial support before an I-20 form can be issued.

If the student will be supported by a private sponsor (family member, friend, or private institution), the sponsor must sign the Statement of Financial Obligation below. In addition, sponsors MUST PROVIDE AN OFFICIAL BANK STATEMENT showing the availability of funds in liquid assets for at least the <u>Tuition Fee</u>, Boarding Fee and the <u>Health Insurance Fee</u> for a Day/Non-Boarding Student. Bank statements and financial affidavits <u>cannot</u> be older than 6 months at the time of the application.

#### **School Fees:**

	International Fees (Boarding students)	International Fees (Non-Boarding students)
Application Fee	\$ 250	\$ 250
Registration Fee	\$ 750	\$ 750
Tuition Fee	\$ 9,500	\$ 9,500
Boarding Fee*	\$ 11,000	
Health Insurance**	\$ 500	\$500
TOTAL:	\$22,000	\$11,000

STATEMENT OF FINANCIAL OBLIGATION				
Students requiring an I-20 must complete this Statement of Financial Obligation and provide all appropriate documentation of financial support.  If the student will be supported by funds other than his/her personal funds, the sponsor must sign below. If more than one sponsor will provide financial support, each sponsor must provide a separate letter declaring intent to sponsor. In addition, each sponsor must provide an official bank statement showing the availability of the necessary funds (please see Estimated Student Expenses above).				
Relation to student:				
Sponsor's address:				
/				
Date:(MM/DD/YYYY)				





## **I-20 INFORMATION FORM**

			uired to complete the following before a form of I-20 can port (see Additional Registration Documents) will be		
U.S. Social Security Number (if available):					
Full Name as it appears on Passport:					
Date of Birth (MM/DD/YYYY):					
Country of Birth:					
Country of Citizenship:					
If you are currently in the United States, what type of visa do you hold? (F1, F2, B1, B2, H2, H3, etc.)					
Permanent Address in your HOME COUNTRY: Please print clearly with <u>CAPITAL LETTERS</u>					
Street Address:					
City:					
Province or State:					
Postal Code:					
Country:					
Will you be transferring to IMSA from another school in the US?	Yes	No			
If you answered YES, please provide the following information:					
Name of School:					
City and State of School:					
Month and Year you ended, or plan to end your enrollment at that school:					
Please have your current International Student Advisor or appropriate Designated School Official enter your "transfer out" date and information in SEVIS. If you are not currently enrolled, contact the International Student Advisor or appropriate Designated School Official from the school under whose I-20 you are currently holding or last held.					

Your I-20 cannot be issued until we have received this completed form and all required documentation of financial support. If you are transferring from a school in the US, that school must also enter your transfer data in SEVIS.



# SCHOOL FEE SPECIFICATIONS FOR INTERNATIONAL STUDENTS, NEW REGISTRATIONS AND RENEWALS

- Registration fee is required for initial enrolment only.
- Upon successful registration, to process or ensure the validity of the student's mandatory I-20 form, tuition must either be paid in advance or all the prior/upcoming installments must be paid by the prescribed date.
- Reenrollment will not be validated for those students who have an outstanding balance from the previous year.
- Conditions for tuition discounts:
  - Sibling discount: 10%
    - Valid only for siblings, not applicable for other types of relations.
  - o Advance payment discount: 5%
    - This rate is valid during the early registration period as notified by the school when paid in one lump sum.

#### Specified fees include the following services: (Boarding students)

- School tuition
- o Three meals per day
- o Housing
- Books
- o Activities (Clubs, Winter & Summer Camps, Field trips)

#### Specified fees do not include the following:

- o Passport and visa fees
- Overseas stamp fees and airfare
- School uniform and gym attire
- o Domestic trips offered throughout the year
- Test fees (TOEFL, IELTS, SAT, ACT, AP) and test preparation books.

#### • Refund Terms and Conditions:

- o If student is unable to secure a U.S. Visa, all money paid, less \$1,250, will be refunded, out of \$1,500.
- o In the case of notification of cancellation for student registration:
  - For cancellations made prior to school opening, two thirds of all fees paid will be refunded.
  - For cancellations made by October 1st, one half of all fees paid will be refunded.
  - For cancellations made between the first day of winter break and the end of the second semester, no refunds will be allowed, and all fees must be paid in their entirety.
  - Student file and I-20 form transfer requests will not be honored until student's account balances are cleared.

#### Health Insurance:

- o Obligatory on an annual basis for all students studying in the U.S. with a visa.
- All health expenses are covered at 90%, 10% being paid by the student except for pre-existing conditions and dental work.





#### **BANK INFORMATION**

#### For wired transfer;

Account Name: Anniston Islamic Center / IMSA International Tuition

Address: 1821 McCall Dr Anniston AL 36207 USA

Bank Name: Regions Bank Account No: 0156039395 Routing No: 062005690 Swift Code: UPNBUS44

#### For Western Union transfer:

Beneficiary's Name: Iqra Math and Science Academy

Beneficiary's Address: 1821 McCall Dr Anniston AL 36207 USA

#### **SCHOOL FEE DETAILS:**

#### **International Students:**

	International Boarding Fees:	International (Visa) Day/Non-Boarding Fees:
Application Fee	\$ 250	\$ 250
Registration Fee	\$ 750	\$ 750
Tuition Fee	\$ 9,500	\$ 9,500
Boarding Fee*	\$ 11,000	
Health Insurance**	\$ 500	\$500
TOTAL:	\$22,000	\$11,000

 $<sup>{}^{</sup>st}$  Boarding fee may vary depending on the housing market and living expenses.

## **PAYMENT SCHEDULE:**

	Installment Date	Installment Amount (Boarding)	Installment Amount (Non- Boarding)
1	Application Fee + Registration + Health Insurance	\$1,500	\$1,500
2	Within 3 weeks after school issues I-20	\$10,250	\$4,750
3	By December 31st	\$10,250	\$4,750

<sup>\*\*</sup> Health Insurance must be paid with registration fee and is subject to change.



#### PAYMENT COMMITMENT LETTER

On behalf of the student registering for your school I accept the payment obligations, details as specified above, as my own, and commit to make the payments on a timely basis as well as any obligations arising from non-conformance.

If the parties are unable to reach a mutually satisfactory outcome, I hereby authorize that this agreement shall be governed by the laws of the State of Alabama, USA.

Date (MM/DD/YYYY):/	
Student Name :	
Parent/Legal Guardian Name:	Signature