

# Admission Process

## For Prospective Students

The following is an overview of the admission process for both Calgary Islamic School  
Campuses: Akram-Jomaa & Omar Bin Al-Khattab

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### Prospective Students Timeline for Admission

#### January 15th

An application link for new families wanting to attend one of the Calgary Islamic School Campuses, Akram-Jomaa or Omar Bin Al-Khattab, will be posted on the website.

A non-refundable application fee of \$50.00 will be paid at the time of application. Kindergarten students are required to pay an additional non-refundable fee of \$100.00 for the KG assessment. The application fee, and KG assessment fee are not a part of the Alternative Education Program fee which is due upon acceptance (see payment options below).

#### March 1st

New applicants who meet the initial criteria will be contacted to complete a questionnaire, participate in a family interview and complete entrance exams. New applicants will be processed in the following order and contacted for next steps if they meet the initial criteria and provided there is space in the requested grade:

1. Siblings of current students will be contacted first
  2. Students who request a transfer between campuses will be contacted second
  3. New students to CIS will be processed third
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## Payment Options for Alternative Education Program Fees

Parents will have the opportunity to choose between the following three options to complete payments for the Alternative Education Program fees.

Alternative Education Program Fees	
First Child	\$1,630.00
Additional Child(ren)	\$1,430.00

### 1. Lump Sum

Parents who select this option will receive a 10% reduction on the Alternative Education Program Fees as outlined in the table below.

	First Child	Additional Child
Alternative Program Fee	\$1,630.00	\$1,430.00
Discount	-10%	-10%
Total Payable	\$1,467.00	\$1,287.00

### Due Dates for Lump Sum Payment

- i. If your child is accepted prior to **August 15th, 2024**, parents will be required to make one full payment of the Alternative Education Program fees **fourteen (14)** days after receiving your acceptance letter.
- ii. If your child is accepted after **September 1st, 2024**, parents will be required to make a payment of \$250.00 immediately upon receiving acceptance, and the remaining balance must be paid **seven (7)** days after receiving your acceptance letter, in order to qualify for the 10% discount.

- iii. A one-time payment for the full Alternative Education Program fees will be required immediately upon acceptance for any letters issued after **September 20, 2024**, in order to qualify for the 10% discount.

**2. Two Payments**

Parents who select this option will pay the Alternative Education Program fees in two payments and receive a 5% fee reduction for each student attending our school.

	<b>First Child</b>	<b>Additional Child</b>
<b>Alternative Program Fee</b>	\$1,630.00	\$1,430.00
<b>Discount</b>	-5%	-5%
<b>Deposit</b>	-\$250.00	-\$250.00
<b>First Payment</b>	\$649.25	\$554.25
<b>Second Payment</b>	\$649.25	\$554.25

**i. First Installment:**

- If your child is accepted prior to **August 16, 2024**, parents will be required to pay the first installment of the Alternative Education Program fee for their child(ren), **fourteen (14)** days after receiving an acceptance letter.
- If your child is accepted between **August 19, 2024** to **September 20, 2024**, the first installment will be required to be paid seven (7) days from receipt of the acceptance letter.
- If your child is accepted after **September 21, 2024**, the first installment will be required immediately upon acceptance.

ii. **Second Installment:**

Parents will be required to pay the final installment of the Alternative Education Program fee for their child(ren) by **October 31, 2024.**

**3. Payment Plan for Alternative Education Program Fee of \$1630 for First Child**

Parents who select this option will be required to pay a deposit of \$250 immediately upon acceptance, after which payments will be made according to the table below:

<b>Due Date for Fee Installment</b>	<b>Installment Amount</b>	<b>Remaining Fees Outstanding</b>
Immediately upon acceptance	\$250.00	\$1380.00
Due two weeks after first payment	\$460.00	\$920.00
October 15th	\$460.00	\$460.00
November 15th	\$460.00	<b>\$0.00 - Fees are paid in full</b>

**Payment Plan for Alternative Program Fee of \$1430.00 Additional Siblings**

<b>Due Date for Fee Installment</b>	<b>Installment Amount</b>	<b>Remaining Fees Outstanding</b>
Immediately upon acceptance	\$250.00	\$1180.00
Due two weeks after \$250.00.	\$393.34	\$786.66
October 15th	\$393.33	\$393.33
November 15th	\$393.33	<b>\$0.00 Fees are paid in full</b>

- All payments must be made online through School Cash only. Payments will not be accepted in person nor will they be accepted by the MCC Accounting department.
- In addition to Alternative Education Program fees, parents will be responsible for school supplies and school activity fees throughout the school year as outlined in the fees document [\(LINK TO WEBPAGE\)](#)
- If payments are not made in a timely manner or in keeping with the payment plan options, a student may lose their ability to return to a CIS school the following year. Additionally, depending on each circumstance the student(s) may be required to finish the school year in an alternative school setting.

### Alternative Education Program Fee Refund Timeline

If parents choose to withdraw their child from a CIS school they MUST complete a withdrawal form. Contact the office to access the school withdrawal form. Parents will receive a refund for their paid Alternative Education Fees according to the return timetable below:

Date	First Child	Additional Child
<b>Prior to May 31st</b>	Total paid amount	Total paid amount
<b>June 1 - August 31st</b>	Full Refund <b>minus</b> \$250	Full Refund <b>minus</b> \$250
<b>Sept. 1 - Sept. 20</b>	Total paid amount <b>minus</b> \$710.00	Total paid amount <b>minus</b> \$643.34
<b>Sept. 21 - Dec. 20</b>	Half of total paid amount	Half of total paid amount

\*After December 20, no further refund will be given for the 2024-2025 school year