

Admission Process

For Current Students

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

Current Students Timeline for Admission

December

Parents will be invited to complete the “Declaration of Intent to Return” form and pay the non-refundable deposit of \$250.00 on SchoolCash Online. This deposit will be recognized as the first installment of your alternative program fee. The Declaration of Intent does not guarantee your child a spot in the upcoming school year. All applications will be reviewed by the admissions committee and a final decision will be communicated to you beginning February 1st.

Transferring Between Campuses

- i. Students wanting to transfer from one CIS Campus to another must obtain a signed transfer request by the Principal of their original school
 - ii. Transfers will be processed as current students, however it is subject to space availability at the receiving campus
 - iii. Requests of students who have siblings enrolled in the desired campus will be processed first
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Payment Options for Alternative Education Program Fees

Parents 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	\$1,430.00

1. Lump Sum Option

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%
Deposit	-\$250.00	-\$250.00
Total Payable	\$1217.00	\$1037.00

Due Dates for Lump Sum Payment

Parents will be required to pay the remainder of the Alternative Education Program fees (minus the deposit) in one payment by **February 28th**.

2. Two-Payment Option

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

	First Child	Additional Child
Alternative Program Fee	\$1,630.00	\$1,430.00
Discount	-5%	-5%
Deposit	-\$250.00	-\$250.00
First Payment Due Feb. 28, 2024	\$649.25	\$554.25
Second Payment Due Mar. 31, 2024	\$649.25	\$554.25

3. Payment Plan for Alternative Program Fee \$1630.00 for First Child

Parents who select this option will be required make payments according to the table below:

Month for Fee Installment	Installment Amount	Remaining Fees Outstanding
March 31st	\$230.00	\$1150.00
April 30th	\$230.00	\$920.00
May 31st	\$230.00	\$690.00
June 30th	\$230.00	\$460.00
July 31st	\$230.00	\$230.00
August 31st	\$230.00	Fees are Paid in Full

Payment Plan for Alternative Education Program Fee \$1430.00 for Additional Siblings

Month for Fee Installment	Installment Amount	Remaining Fees Outstanding
March 31st	\$196.67	\$983.33
April 30th	\$196.67	\$786.66
May 31st	\$196.67	\$589.99
June 30th	\$196.67	\$393.32
July 31st	\$196.67	\$196.65
August 31st	\$196.65	Fees are Paid in Full

- 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 Return Timeline

If parents choose to withdraw their child from our CIS schools 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
Prior to May 31st	Total paid amount	Total paid amount
June 1 - August 31st	Full Refund minus \$250	Full Refund minus \$250
Sept. 1 - Sept. 20	Total paid amount minus \$710.00	Total paid amount minus \$643.34
Sept. 21 - Dec. 20	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