



**ISLAMIC FOUNDATION SCHOOL**

SCHOLARSHIP • CHARACTER • SERVICE

# **Application, Registration, Tuition & Financial Aid Policy**

**(2024 – 2025)**

## **IFS CHARGERS**

**Seek Knowledge, Develop Character, Serve Others**

**Islamic Foundation School**

**300 W. Highbridge Rd.**

**Villa Park IL 60181**

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

**630-941-8800**

*Islamic Foundation School (IFS) Administration is pleased that you are considering reenrolling or enrolling your children at IFS. This packet is designed for returning and new families to IFS. Please read this packet carefully and if you have any questions, please contact the school at 630-941-8800 or email [admissions@ifsvp.org](mailto:admissions@ifsvp.org).*

## Table of Contents

<b>Section I: Conditions of Admission and Retention .....</b>	<b>3</b>
<b>Section II: Application Fees for New Students .....</b>	<b>4</b>
<b>Section III: Registration Fees 2024-2025 .....</b>	<b>5</b>
<b>Section IV: Tuition Fees 2024-2025 .....</b>	<b>7</b>
<b>Section V: Payment Methods .....</b>	<b>10</b>
<b>Section VI: Financial Responsibility .....</b>	<b>12</b>
<b>Section VII: Financial Assistance Policy and Instructions .....</b>	<b>14</b>

## Section I: Conditions of Admission and Retention

- ❖ To be considered for admission for a new student, the child must reach the appropriate age for their grade by **September 30<sup>th</sup>**.

GRADE LEVEL	AGE
PRE-SCHOOL	3
PRE-KINDERGARTEN	4
KINDERGARTEN	5
FIRST GRADE	6

- ❖ All new students to IFS must take the academic placement exam.
- ❖ All New and Returning students are required to have a satisfactory academic and/or behavioral record and must have been cleared for admission/ re-enrollment by the admissions committee.
- ❖ Returning students will not be considered for re-enrollment if their financial accounts are delinquent. There is no guarantee that a seat will be available for a student in the next grade if the delinquency is not cured in a timely manner.

## Section II: Application Fees for New Students

Please note that payment of the Online Application (applicable to New Students only in the amount of \$120) does not guarantee a seat or admission in the school and is non-refundable.

### ❖ **ONLINE APPLICATION FEE**

- Mandatory and non-refundable for all new student applications in the amount of \$120.

### ❖ **PLACEMENT EXAMINATION**

- Mandatory and non-refundable for all new students in the amount of \$40.

## Section III: Registration Fees 2024-2025

All Registration Fees are paid through RenWeb. To access payment for the Registration Fees, an Online Enrollment Packet must be submitted.

**Registration fees are not discounted and due in full along with the online enrollment packet.**

### Breakdown of Registration Fees:

Early Registration Fees: January 8 to January 31, 2024					
Grade Level	Administration Fees	Resource Fees	Lab Fees	Graduation Fees	Registration Fees
PS-Pk	\$0	\$350	\$0	\$0	\$350
Kindergarten	\$0	\$400	\$0	\$130	\$530
1st-5th	\$0	\$400	\$0	\$0	\$400
6-7th	\$0	\$345	\$155	\$0	\$500
8th	\$0	\$345	\$155	\$160	\$660
9th-11th	\$0	\$345	\$155	\$0	\$500
12th	\$0	\$345	\$155	\$160	\$660
Full -Time Hifz	\$125	\$50	\$0	\$0	\$175
Open Registration Fees: February 1 to May 31, 2024					
Grade Level	Administration Fees	Resource Fees	Lab Fees	Graduation Fees	Registration Fees
PS-Pk	\$200	\$350	\$0	\$0	\$550
Kindergarten	\$200	\$400	\$0	\$130	\$730
1st-5th	\$200	\$400	\$0	\$0	\$600
6-7th	\$200	\$345	\$155	\$0	\$700
8th	\$200	\$345	\$155	\$160	\$860
9th-11th	\$200	\$345	\$155	\$0	\$700
12th	\$200	\$345	\$155	\$160	\$860
Full -Time Hifz	\$125	\$50	\$0	\$0	\$175

Late Registration Fees: June 1, 2024, Onward					
Grade Level	Administration Fees	Resource Fees	Lab Fees	Graduation Fees	Registration Fees
PS-Pk	\$300	\$350	\$0	\$0	\$650
Kindergarten	\$300	\$400	\$0	\$130	\$830
1st-5th	\$300	\$400	\$0	\$0	\$700
6-7th	\$300	\$345	\$155	\$0	\$800
8th	\$300	\$345	\$155	\$160	\$960
9th-11th	\$300	\$345	\$155	\$0	\$800
12th	\$300	\$345	\$155	\$160	\$960
Full-Time Hifz	\$125	\$50	\$0	\$0	\$175

#### ❖ Refundable and Non-Refundable Fees

- Administration fees are non-refundable.
- Resource, Graduation, and Lab fees:
 

Refundable at a reduced amount of 50% if student is withdrawn **by June 30, 2024**. All refund requests must be submitted in writing indicating the reason for withdrawal. **Refund requests will be processed within 45 days of the request. No refunds after June 30, 2024.**

  - o Resource and lab fees include:
    - Classroom teaching resources and supplies
    - Textbooks (excluding Arabic and Islamic studies) for Elementary School
    - Use of technology
    - 1:1 device
    - Software applications
    - One yearbook per family
    - STEAM Resources

Resource fees do **not** cover:

- Textbooks for Middle and High school students and Arabic and Islamic books for all grade levels

## Section IV: Tuition Fees 2024-2025

### ❖ Annual Tuition Rates:

Grade Level	*Annual Tuition
PS-PK (Half Day: 8 am - 12:00pm)	\$6,250
PS-PK (Full Day: 8 am - 3:30 pm)	\$7,600
KG	\$7,600
1st - 5th	\$7,900
6th-8th	\$8,600
9th-12th	\$8,900
Full-Time Hifz	\$5,900 (12 months Period)
Dual Hifz	\$8,400 ( 10 months Period)

\*Tuition fees For PS-12 Grade and Dual Hifz are annual and based upon a 10 month period for which the regular academic year is in session. Full-time Hifz Tuition Fees are based upon a 12 month Period

### ❖ Sibling Discounts

Families that have **two or more children** at IFS simultaneously are eligible to receive discounted tuition rates, according to the chart below:

Grade Level	Tuition	Discounted tuition ( 2 or more siblings at IFS)			
	1st Child	2nd	3rd	4th	5th Child or more
9th-12th	\$8,900	\$8,010	\$7,120	\$6,230	\$5,785
6th-8th	\$8,600	\$7,740	\$6,880	\$6,020	\$5,590
1st - 5th	\$7,900	\$7,110	\$6,320	\$5,530	\$5,135
KG	\$7,600	\$6,840	\$6,080	\$5,320	\$4,940
PS-PK (Half Day: 8 am - 12pm)	\$6,250	No Sibling Discount Applicable			
PS-PK (Full Day: 8am - 3:30 pm)	\$7,600				
Full Time Hifz	\$5,900				
Dual Hifz	\$8,400				

\*Tuition fees are annual and based upon a 10 month period for which the regular academic year is in session. Sibling discounts are applicable for students in grades KG to 12 only.

**Note:** Sibling discounts are not applicable to students in Pre-School, Pre-Kindergarten or the Hfiz programs.

### ❖ **How to Calculate Annual Tuition Amount**

- Begin with the highest-grade student.
- Move diagonal and down to add lower grade students –OR- across for same school (ES, MS, or HS)
  - Same Grade Level: Add 1<sup>st</sup> Child in the High School Grade Level 1 + 2<sup>nd</sup> Child in the High School Grade Level, etc.
  - Lower Grade Level: Add 1<sup>st</sup> Child in the High School Grade Level 1 + 2<sup>nd</sup> Child in the Middle School Grade Level, etc.
- Rank each child in a family from highest to lowest grade. The child in the highest grade will be the 1<sup>st</sup> child, the child in the 2<sup>nd</sup> highest grade will be the 2<sup>nd</sup> child, and so on.

### ❖ **Tuition Refund Requests**

IFS expects to collect the full annual tuition amount irrespective of early withdrawal, extended leave/absence, or dismissal from the school. Requests for tuition refunds may be considered if:

- IFS Administration determines that a student has special educational needs which the school cannot provide.
- . Any refund requests must be provided in writing with supporting details. If the request for the refund is approved, the amount of the refund will be determined based upon the number of months a student has attended school and the number of payments already applied to the account. The chart below provides an illustration of how the net amount due or refund due will be calculated under 3 different scenarios.



Please note that this chart below is for illustrative purposes ONLY using a High School student as an example.

	Scenario 1	Scenario 2	Scenario 3
	Account current in monthly payments	Tuition Paid in Full	Account is 1 month behind in Payment
Annual Tuition Due	\$8,900	\$8,900	\$8,900
Monthly Tuition Amount (based on 10 months plan)	\$890	\$890	\$890
Number of Months student in School	4	4	4
Adjusted Tuition Amount Due	\$3,560	\$3,560	\$3,560
Amount Already Paid	\$3,560	\$8,900	\$2,670
Net Amount Due or Refund	\$0	(Refund) \$5,340	(Amount Due) \$890

**Note:**

- The number of months a student is in school will be based on the 1<sup>st</sup> day of each month. For example, a student who was in school by December 1<sup>st</sup> will count as being in school for 4 months.
- The earliest request for a refund will be considered after November 2<sup>nd</sup>, 2024.
- Refund requests will not be considered after April 1<sup>st</sup>, 2025.

## Section V: Payment Methods

### ❖ Online Application and Placement Exam

- **An Online Application Fee will be \$120 and will be required to complete the application. Payment can be made via e-check or credit card.**
- New students will be required to take a placement examination. A \$40 fee will be charged for all grades and programs. Placement tests payments must be made by check or money order at the school office. **Payment is due on the scheduled date of the examination.**
- Registration Fees must be paid through RenWeb. Payment can be made by e-check, or credit card/debit card. **Payments will NOT be accepted at the IFS Main Office.** After submitting the Registration Fee online, an option to print out a receipt will be provided.

Please note that you will have access to view payments made to Islamic Foundation School through your FACTS Family Portal. You will also find that the registration fee payment made will indicate an amount \$11 less than the actual amount you have paid. The reason for this is because a portion of the registration fees in the amount of \$11 for every student is directly paid to FACTS as a processing fee.

To illustrate, if you paid a registration fee in the amount of \$411.00 for one student, your FACTS family portal will indicate a payment of \$400.00.

### ❖ Tuition payments and Incidental fees

Payments will be processed through FACTS Management, a leading tuition management company that serves faith-based schools. Account holders have the option after enrolling with FACTS to choose the following payment options:

- Immediate full payment
- Semi-annual payment plan
- Monthly payment plan over a 10-month period

First tuition payment is due in August 2024. Parents have the option to schedule payments on the 1<sup>st</sup>, 10<sup>th</sup>, or 20<sup>th</sup> of each month.

### ❖ **FACTS Enrollment**

Enrollment in FACTS is required for all students and the enrollment fee **is pre-paid by IFS**. FACTS debits the checking or savings account authorized by the account holder.

Account holders have a choice to make payments through their MasterCard, Visa, or Discover. A convenience fee of 2.95% is charged for every credit card payment.

### ❖ **Other Fees (Non-Refundable)**

Fees for all other activities and incidentals (e.g., extra-curricular events, competitions, clubs, field trips, lunch, standardized tests, overdue library books, sports fees, apparel, books fee, etc.) will be the responsibility of the account holder. **IFS will apply these fees to the account through FACTS. Payments will be withdrawn within 2 weeks of the posting date.**

## Section VI: Financial Responsibility

IFS depends on tuition, registration, and other fees as the primary source of revenues to cover the costs of educating students. Therefore, Parents, Guardians or Guarantor are expected to meet their financial obligations. In addition, we depend on donations to enhance the resources available to our students. We strongly encourage Parents and Grandparents to make charitable, tax-deductible contributions to IFS.

### ❖ **Special Assessments**

IFS has limited financial resources, and the Islamic Foundation Board of Trustees do their best to keep the cost of education affordable while meeting ordinary operational expenses to address the needs of the school. Islamic Foundation reserves the right to levy special assessments if required. Such assessments may be for special services (e.g., emotional/behavioral counseling), specialized technology, security, or critical emergencies). Any special assessments required will be vetted thoroughly with proper due diligence and communicated to the parents in a timely manner.

Parents assume full financial responsibility associated with their student's education at IFS and by signing the Online Enrollment Packet form, agree to abide by the terms and conditions in this agreement.

If a guarantor assumes financial responsibility for the student, the parent(s) or guardian(s) and guarantor must jointly submit a signed guaranteed letter to IFS. The letter must describe the relationship between the parent(s) or guardian(s) and guarantor.

Please note that IFS utilizes third party services such as RenWeb and FACTS to administer the application, registration, and billing processes. While IFS reviews its processes regularly to ensure accuracy, administrative errors may occur. Any errors will be superseded and governed by the terms and conditions provided in this Agreement.

### ❖ **Notification of Enrollment Status:**

Registration at IFS is on a school year basis and **returning families are required to re-enroll their students each academic year**. No student is automatically guaranteed re-enrollment for the following school year.

New or Returning Parents enter into a new tuition agreement with IFS through FACTS after submitting an Online Enrollment packet. By submitting the Online Enrollment packet, parents agree that they have read and understood the terms and conditions in this Agreement.

IFS will send an email communication confirming the student's enrollment **after all requirements are completed and the FACTS account is setup**. Parents are expected to read all communications from the school and comply with requirements in a timely manner.

#### ❖ **Delinquent Tuition and Fees**

All scheduled payments are due on the 1st, 10th, or 20th of each month through FACTS. A non-sufficient funds fee of \$30 is assessed by FACTS for each returned payment. **All past due fees will be added to the tuition account.**

If Parents are having difficulty in meeting their financial obligations, they are encouraged to contact the school early to discuss potential financial assistance options. Please be aware that:

- All accounts 30 days past due will result in a call from FACTS or IFS reminding you of your past due balance.
- All accounts 60 days past due will result in a call or letter from FACTS or IFS requiring the parent to come into the school to discuss payment options.
- Student records will be withheld for delinquent accounts and students will not be permitted to register for the following year.
- If Parents fail to address the delinquency through a mutually agreed payment plan, IFS reserves the right to terminate the student's enrollment at school. Furthermore, IFS may exercise its right to refer the account to a collection agency. If an account is transferred to a collection agency, the parents will be responsible for all collection costs, including (but not limited to) attorneys' fees. We urge all parents to be responsible and proactive in handling their obligations to prevent any interruption in their child's education.

## Section VII: Financial Assistance Policy and Instructions

If Parents feel that they will need financial assistance to cover the cost of tuition for their child, they must agree to all terms and conditions in the “IFS Financial Assistance Policy and Instructions” and submit applications as per the instructions listed below. Please note that financial assistance is limited and not guaranteed to continue each academic year. Financial assistance is not available to students enrolling in Preschool, Pre-kindergarten, and Sacred Link Hifz programs. All fees, including administration fee, resource fee, lab fee, graduation fee, and other incidental fees are NOT covered by financial assistance and must be paid in full by parents. Please note that IFS do not guarantee that it will be able to award financial aid.

IFS offers a financial assistance program for need based families who cannot afford to enroll their child(ren). We are committed to making IFS education accessible to qualified students regardless of financial means.

Financial assistance is awarded to students at all grade levels (except Preschool, Pre-kindergarten, and the Hifz programs) and is decided based upon need and availability of funds. To determine financial aid eligibility, the Islamic Foundation School Committee (IFSC) is guided by an analysis of the Parents’/Guardians’ financial status performed by FACTS, a leading tuition management company that serves thousands of faith-based schools. FACTS will manage all financial assistance applications to provide IFS with a confidential and unbiased evaluation of the family’s ability to cover the costs of tuition. All applications will be reviewed and assessed by authorized individuals. All information shall be held in strict confidence by FACTS and IFS.

### ❖ Financial Assistance Policy

- Only full-time students (grades K - 12) will be eligible for financial assistance.
- Qualified families can seek financial assistance for their children.
- IFS awards a subsidy to qualified families as determined by FACTS Grant and Aid up to 50% of tuition.
- Financial assistance will be applied only to tuition costs. All other fees, including administrative fee, lab fee, resource fees, graduation fee, and other fees must be paid by the Parent/Guardian or Guarantor.

- To be eligible for the FACTS Grant and Aid, parents/guardians must submit an application and supporting documents as soon as they are notified of admission but no later than **May 30<sup>th</sup>, 2024**, directly to FACTS. Incomplete or inaccurate applications will not be considered. It is the Parent's/Guardian's responsibility to ensure they have met all requirements and submit their applications as soon as possible.
- Applications from Parents/Guardians who have outstanding past dues from prior year(s) will not be considered.
- All applications must accompany a non-refundable processing fee of \$40, which is paid directly by the parent/guardian to FACTS.
- Financial assistance will be granted only after a student is approved for admission. A student receiving financial assistance must maintain a minimum GPA of **3.00** each quarter (middle and high school students) or at least **a B average** (elementary students) and must not have any severe disciplinary violations throughout the academic year.
- Students who do not meet the requirements stated above at the end of the quarter will have their financial assistance suspended for the following quarter.
- Students able to regain the academic/behavioral requirements in the following quarter may have their financial assistance reinstated going forward, however it will not be prorated for the probationary term. Academic/behavioral evaluations conducted upon the completion of quarter 4 may be applied to the next academic school year.
- IFS will review all applications and make financial assistance allocation decisions based on analysis provided by FACTS.
- IFS' goal is to accommodate as many eligible families and students as possible given its limited budget for financial assistance. In this spirit, the **maximum amount of financial assistance** given to a family or student **will not exceed 50%** of the total published tuition rate.
- All terms and conditions of 2024-2025 Financial Responsibility Terms in the Parent Guide will be applicable to financial assistance recipients.
- Financial assistance, if approved, will be valid only for the current academic year. Parents/Guardians must submit a new application and

supporting documents for each academic year. Financial assistance assessments will be renewed each year based upon students' academic standing and disciplinary status, demonstration of continued need, and availability of funds. Any violation of the general IFS Policies by the student and/or the parent/guardian will result in an immediate termination of financial assistance.

#### ❖ **Steps to Apply for Financial Assistance:**

Families applying for financial assistance will need to complete an application and submit the necessary supporting documentation to FACTS Grant and Aid no later than **May 30<sup>th</sup>, 2024**. Applicants can apply online at <https://online.factsmgt.com/aid> or [click here](#). Once an online application has been completed, the following information will need to be sent to FACTS to complete the application process:

- Copies of your most recent Federal tax forms including all supporting tax schedules.

Copies of your W-2 forms for both applicant and co-applicant.

- Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and TANF.

All supporting documentation can also be faxed to **1-866-315-9264** or mailed to the address below:

**FACTS Grant & Aid Assessment  
P.O. Box 82524  
Lincoln, NE 68501-2524**

If you have questions or concerns about the application process, you may speak with a FACTS Customer Care Representative at **1-866-315-9262**.

#### ❖ **Financial Assistance Decisions**

For 2024-2025 academic year, IFS is expected to communicate financial assistance decisions **no earlier than June 30<sup>th</sup>, 2024**.