

IOK ISLAMIC SCHOOL

NEW STUDENT REGISTRATION FORM

THE REGISTRATION FORM MUST BE COMPLETED ACCURATELY AND, IN ITS ENTIRETY, TO ENSURE A SPOT IS RESERVED FOR YOUR CHILD. PLEASE ENSURE ALL SECTIONS ARE FILLED OUT FULLY BEFORE SUBMISSION TO AVOID REGISTRATION DELAYS.

1. STUDENT INFORMATION

FIRST NAME	MIDDLE/LAST NAME	ENTRY GRADE
		MALE ☐ FEMALE ☐
STREET ADDRESS	CITY	GENDER
		YES ☐ NO ☐
POSTAL CODE	PROVINCE	BIRTHDATE (YYYY/MM/DD)
		IEP
HOME PHONE NUMBER	PRESENT SCHOOL (IF APPLICABLE)	PHONE NUMBER
HEALTH CARD NUMBER		
PLEASE INDICATE ANY MEDICAL CONDITIONS (ALLERGIES, ETC.)		
COUNTRY OF BIRTH	PROVINCE OF BIRTH	COUNTRY OF CITIZENSHIP
		STATUS IN CANADA
EMERGENCY CONTACT NAME	PHONE NUMBER	RELATIONSHIP TO STUDENT
PERMISSION TO PICK UP STUDENT: YES ☐ NO ☐		

2. PARENT/GUARDIAN INFORMATION

PRIMARY CONTACT WITH:	PARENT/GUARDIAN 1 ☐	PARENT/GUARDIAN 2 ☐	BOTH ☐
STUDENT RESIDES WITH:	PARENT/GUARDIAN 1 ☐	PARENT/GUARDIAN 2 ☐	BOTH ☐
LEGAL GUARDIAN:	PARENT/GUARDIAN 1 ☐	PARENT/GUARDIAN 2 ☐	BOTH ☐
PARENT/GUARDIAN 1: LAST NAME		FIRST NAME	
STREET ADDRESS	CITY	POSTAL CODE	PROVINCE
WORK PHONE NUMBER	CELL PHONE NUMBER	EMAIL (PLEASE PRINT CLEARLY)	
PARENT/GUARDIAN 2: LAST NAME		FIRST NAME	
STREET ADDRESS	CITY	POSTAL CODE	PROVINCE
WORK PHONE NUMBER	CELL PHONE NUMBER	EMAIL (PLEASE PRINT CLEARLY)	

3. FINANCIAL INFORMATION

At IOK Islamic School, we require all payments to be made via Pre-Authorized Debit.

ANNUAL REGISTRATION AND SUPPLY FEE:

To cover the costs of annual supplies and registration, the school requires a yearly payment of \$330.00, payable upon submission of this registration form. All registration and supply fees are non-refundable under any circumstances. The failure to pay registration and supply fees will void enrollment.

MONTHLY TUITION FEE:

The monthly tuition fee per child is \$350.00 (prior to any discounts or promotions to be applied at the administration's discretion). The monthly tuition fee is to be withdrawn on the first day of each month. Insufficient funds and non-payments are charged an NSF fee of \$50.00 per each failed or insufficient payment.

COLLECTION OF FEES:

School policy requires all tuition payments to be made by EFT. Supply and registration fees for the first year of enrollment must be paid by email transfer to programs@iokfoundation.org. Subsequent supply and registration fees will be deducted via EFT in subsequent years.

I hereby authorize the IOK Islamic School to deduct a monthly fee of **\$350.00** from September to June (or applicable months) for this school year. **I hereby authorize the school to deduct the \$330.00 registration and supply fee in April for the following year, UNLESS I notify the school in writing prior to April 15.** I hereby authorize the signature(s) on this form to hold valid for all re-registration(s) or re-registration purposes for the following school year(s), provided that the appropriate forms have been filled out, as per school instruction.

The following items are not included in the monthly tuition or yearly registration fees: **field trips, extracurricular activities, uniforms, transportation and all school events.**

PARENT/GUARDIAN SIGNATURE

DATE (YYYY/MM/DD)

ACCOUNTHOLDER NAME

TRANSIT NUMBER

ACCOUNT NUMBER

INSTITUTION NUMBER

4. ANTI-SPAM LEGISLATION AND MEDIA RELEASE

The school requires your consent to receive any electronic messages that contain advertising or promotions, such as school fundraisers, lunch programs, field trips, the sale of yearbooks, the purchase of student photos, books, and athletic events that require a financial transaction.

I hereby agree and give my permission for the IOK Islamic School and/or partners to record, film, photograph, audiotape or videotape my child's name, image, student work, and performance and to display, publish or distribute these works for the purpose of publishing, posting on the AIOK website(s), posting in school, posting on social media sites and/or for broadcasting on television or radio as determined by the school. I hereby waive any right to approve the use of these works now or in the future, whether the use is known to me or unknown, and I waive any right to any royalties related to the use of these works. I understand that the works may appear in electronic form on the internet or in other publications outside of the school's control. I agree that I will not hold the school responsible for any harm arising from such unauthorized reproduction. *I authorize these terms to be valid and binding for future years at the school unless otherwise specified.*

PARENT/GUARDIAN SIGNATURE

DATE (YYYY/MM/DD)

5. CANCELLATION POLICY

I understand that all cancellations must be made in writing (by email) to the school at least 20 business days prior to the student's departure. Failure to provide an adequate cancellation notice to the school may result in a \$100.00 cancellation fee at the discretion of the school's administration.

PARENT/GUARDIAN SIGNATURE

DATE (YYYY/MM/DD)

6. SCHOOL CODE OF CONDUCT

I have read and agree to the rules, policies and procedures, including the most recent school code of conduct (found on the school website). I am aware of the disciplinary policies and agree not to dispute or attempt to dispute or hold liable the IOK Islamic School, their agents, their staff or their directors due to decisions made with regard to my child(ren)'s admission, enrollment or other issues at IOK Islamic School.

PARENT/GUARDIAN SIGNATURE

DATE (YYYY/MM/DD)

7. ADDITIONAL TERMS OF AGREEMENT

A) MEDICAL RELEASE:

The purpose of the medical information provided is to ensure that medical personnel have details of any medical problem which may interfere with or alter treatment. I understand that I will be notified in the case of a medical emergency involving my child. In the event that I cannot be reached, I authorize the calling of a doctor and the provision of necessary medical services if my child is injured or becomes ill. In case of an emergency, and if a family physician cannot be reached, I authorize my child to be treated by Certified Emergency Personnel (i.e. EMT, First Responder, and/or Physician).

PARENT/GUARDIAN SIGNATURE

DATE (YYYY/MM/DD)

B) LIABILITY RELEASE AND WAIVER:

I understand that although the school is staffed by mature and responsible adults who will do their best to ensure the well-being of my child/children, I shall not hold the school, AIOK, or its staff liable for any injury or loss of property. Furthermore, I understand that it is my responsibility to instruct my child/children to observe proper Islamic behaviour and obey the regulations set by the staff.

PARENT/GUARDIAN SIGNATURE

DATE (YYYY/MM/DD)
