



The Darul Uloom of Atlanta

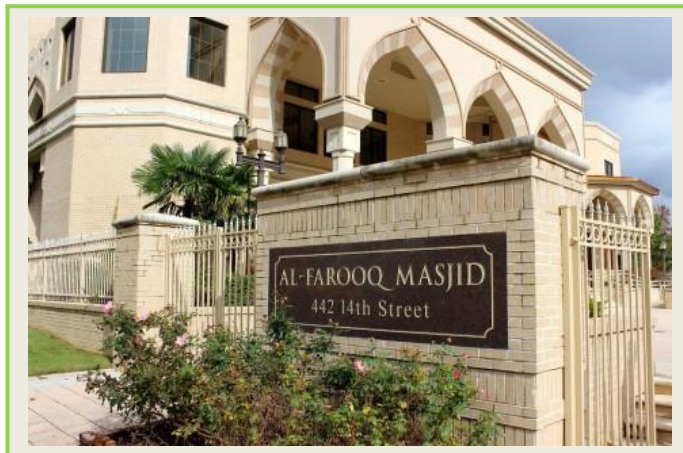
{A Unit of Al-Farooq Masjid of Atlanta}

442 14th Street NW, Atlanta, Georgia. 30318. | Tel: 678-886-3457 – 404-874-7521 | www.alfarooqmasjid.org

Admission Packet / Application / Admission Rules / Tuition & Withdrawal Policy / Required Documents / Declaration

Admission Packet

2017-2018



SN	Item	Check List
1.	Admission Application Form	
2.	Guardianship Authorization Form	
3.	Arrival & Dismissal Procedure	
4.	Photograph/Image Consent	
5.	Uniformed Code Of Dress	
6.	Programs & Courses	
7.	Required Documents	
8.	Admission Rules	
9.	Students Code Of Conduct	
10.	Boarding & Food Policy	
11.	Boarding & Class Do's & Don'ts	
12.	Online Schooling & Computer Lab	
13.	Schooling & Computer Lab Policy	
14.	Tuition & Withdrawal Policy	
15.	Sibling Policy	
16.	Fees/Tuitions	
17.	Payment Options & Policy	
18.	Non-Discriminatory Policy	
19.	Discipline Policy & Consequences	
20.	General Points	
21.	Declaration	

Note

Please read the entire Admission packet carefully and put check mark against each item mentioned above in the packet.

Key Features

- Islamic Education
- Qaidah / Tajweed / Qira'ah
- Nazrah-Qur'an Reading
- High Quality Tahfeez-ul-Qur'an
- Qur'an Revision
- Arabic Language
- Pre-Alim (Intro-Alim)
- Alim (Arabic/Islamic Studies)
- Essentials of Islamic Studies
- Academic Education
- Practical/Ritual/Akhlaq
- Tests/Competitions
- Qualified Teachers & Instructors
- Established Computer Lab
- Beautiful Boarding System
- Daily Sports
- Food Facility
- Extra-Curricular



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Date: _____

Admission Application Form

Ref No. _____

Programs: Noorani Qaidah | Tajweed | Nazrah | Hifz | Revision | Pre-Alim | Alim | Arabic Language

Surname: _____ First Name: _____ Middle Name: _____

Date of Birth: ____/____/____ Age: _____ Place of Birth: _____ Sex: Male Female

Street Address: _____ City: _____ State: _____ Zip: _____ Home Telephone (____) _____

Social Security No: _____ - _____ - _____ | US Citizen Yes No | Green Card Holder Yes No | U.S. Visa: Yes No.

If Yes provide Visa Expiry date: ____/____/____ Passport Number: _____

Specify if Boarding (overnight stay) required: No Boarding | Boarding (Mon 8am – Fri 10am) | Boarding (Sun 6pm – Fri 10am) | Boarding (Mon – Sun)

Health concerns/Allergies: _____ Health Insurance Name: _____ Number: _____

Doctor's Name: _____ City / State: _____ Phone No: (____) _____

Have you ever been involved with the police? No Yes. If 'Yes' please give details and court judgment: _____

PARENT/GUARDIAN INFORMATION

Father's Name: _____ Telephone: (____) _____ Email: _____

Mother's Name: _____ Telephone: (____) _____ Email: _____

Emergency Contact Name: _____ Relationship: _____ Telephone: (____) _____

Local (GA) Guardian Name: _____ Relationship: _____ Telephone: (____) _____

I, parent/guardian/student declare that the above information is true and accurate to the best of my knowledge. I accept and agree to abide by all the rules, regulations and policies of Darul Uloom of Atlanta / Al-Farooq Masjid of Atlanta.

Parent's / Guardian's Name: _____ Signature: _____ Date: _____

Temporary Guardian's Name: _____ Signature: _____ Date: _____

FOR OFFICE USE ONLY

Admission Fee: _____ Security Deposit: _____ Advanced Fee: _____ Total: _____

Agreed Fees (Full Time): \$375 \$475 \$500 Other \$ _____ | (Part Time): \$30 \$100 \$200 Other \$ _____

Payment Schedule: Monthly (5th of each month) Quarterly (beginning of each term) Annually (beginning of each year) Other: _____

Comments: _____ Amount Received: _____ Date: _____

Administrator's Signature: _____ Date: _____



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CARE / GUARDIANSHIP AUTHORIZATION FORM

Parents / Guardians

I, the undersigned parent / guardian of _____ do hereby grant (temporary guardian name) _____ the authority to take temporary care / guardianship of the following persons:

(1) Name: _____

(2) Name: _____

(3) Name: _____

Parent's/Guardian's Name: _____ Phone: _____

Current Address: _____ City: _____ State: _____ Zip: _____

Signature: _____ Date: _____

Local (GA) Temporary Guardians

I, the undersigned, temporary guardian of _____ do hereby accept and agree to take temporary care / guardianship of the above mentioned persons.

Temporary guardian's Name: _____ Phone: _____

Current Address: _____ City: _____ State: _____ Zip: _____

Signature: _____ Date: _____



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ARRIVAL & DISMISSAL PROCEDURE

Student's Name: _____ Class: _____

Parent's Name: _____ Phone: _____

Please check one box below and provide names/phone numbers as needed.

- My child may walk/drive home alone.
- My child may walk home only with one of the below people.
- My child will be a car-rider.
- My child may fly home alone.
- I give only the following people permission to pick up my child:

Name: _____ Phone # _____

Name: _____ Phone # _____

Name: _____ Phone # _____

Name: _____ Phone # _____

Name: _____ Phone # _____

OTHER PROCEDURES OR SPECIFIC INSTRUCTIONS:

Please note: The above noted procedures will be followed daily/weekly/monthly. If there are any changes to these procedures, you **MUST** notify us in writing or phone beforehand. Thank you for your cooperation as you know your child's safety is our number one concern.

PLEASE NOTE:

1. Non-Boarding students are expected to be picked up on time every day at 2:15pm.
2. Weekdays boarding students are expected to be picked up every Friday AT 10:30am.
3. All students are expected to be picked up on time every last Thursday of the month at 10:30am.
4. Students will not be permitted to wait outside by themselves for safety reasons. In cases of repeated late pick-ups, the Al-Farooq Masjid security may be notified to retrieve students from school.
5. Please contact the Darul Uloom office, if you are changing the status of your child's pick-up procedure.
6. Emergency changes only, are to be called in before 1 o'clock, to let us know you are running late.
7. Boarding or non-boarding students should not arrive at school earlier than 7:30am (daily).
8. Boarding students should not arrive at boarding earlier than 6:30pm (weekly/monthly) in summer and 4:30pm in winter; supervision is not provided before that time.
9. Students must be dropped off inside the concerned class at arrival.
10. Please do not drop off your child out side of the Masjid or outside of the boarding facility on the road or sidewalk. Make sure he goes straight inside the boarding at boarding arrival or inside the class at class time.
11. Please notify any teacher or staff member of your child's drop off or pick up.

Parent's sign: _____

Student's sign: _____

Date: _____



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PHOTOGRAPH/IMAGE CONSENT

This form gives Darul Uloom of Atlanta permission to take photographs, image, recording, videotape, videography, etc. of the students while they are participating in or school grounds, at event, fieldtrips, competitions, graduations and other educational programs.

Therefore parents are kindly requested to please check one of the following choices and sign below:

Yes ___ I/We grant permission for a photo/image, recording, videotape, videography, etc. that includes this student to be published on the school internet site and newspaper, etc.

No ___ I/we do not grant permission for a photo/image, recording, videotape, videography, etc. that includes this student to be published on the school internet site and newspaper, etc.

UNIFORMED CODE OF DRESS

Regular School Uniform		Boarding Uniform		Physical Education Uniform	
1	Long sleeved white Jubbas/Kurtas	1	Sleeved Jubbas / Kurtas / shirts/Tee shirt	1	Sleeved Kurtas/shirts/Tee shirt
2	Full white trousers	2	Full trousers	2	Full trousers
3	White topi/coofi	3	Topi/Coofi	3	Regular shoes
4	Regular shoes	4	White/black socks	4	White/black socks
5	White/black socks	5	Shoes on the shelf	5	Water bottles

Note: Denim, Jeans, Jeggings, leggings, shorts, sleeveless jubbas/Kurtas/shirts are not allowed inside the class, boarding, basket court and premises of Darul Uloom of Atlanta/Al-Farooq Masjid of Atlanta.

UNIFORMED CODE OF DRESS- RULES

1. The code of dress is ONLY for students attending Darul Uloom of Atlanta/Al-Farooq Masjid of Atlanta.
2. The code does not apply at the time when students who are not attending any program of Darul Uloom of Atlanta/Al-Farooq Masjid of Atlanta.
3. Students will wear trousers of the appropriate size and color. Trousers should not be too short or too long and should not hang so low as to expose underwear.
4. All clothing must be of solid color free of writing and images (tiny logos are permitted.)
5. Jubbas, Kurtas and trousers must not extend beyond the student's ankles when standing upright.
6. Undergarments are NOT to be visible through clothing.
7. Slippers/Flip flops are prohibited.
8. New Students will be allowed a 2 week grace period to obtain proper dress attire.
9. Students may wear PE clothes at the time of attending PE.

Student's Name: _____ Sign: _____ Date: _____

Parent's Name: _____ Sign: _____ Date: _____



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PROGRAMS & COURSES

Darul Uloom of Atlanta offers the following Full/Part Time Programs/Courses:

- | | | |
|---------------------------------------|-------------------------------------|-----------------------------|
| [1] Qaidah Nooraniyah (Qur'an Tutor) | [2] Tajweed & Qira'ah | [3] Nazrah (Qur'an Reading) |
| [4] Hifz (Memorization of the Qur'an) | [5] Revision of the Qur'an | [6] Arabic Language |
| [7] Pre-Alim (Intro Alim) | [8] Alim (Arabic & Islamic studies) | [9] Online home schooling |

REQUIRED DOCUMENTS FOR ADMISSION

- | | |
|--|--|
| [1] DUL Application Form & Admission Packet duly filled/signed | [2] Copy of Birth certificate of the applicant |
| [3] Copy of Identification Card (SSN/Passport/IDs, etc.) | [4] Copy of Proof of Residence (phone/electricity/water bills) |
| [5] Copy of Medical certificate/Immunization | [6] Copy of Medical Insurance Card |
| [7] Last Report from previous school | [8] Two recommendation letters |

Note: Recommendation letters should be: (1) from applicant's local Masjid or Islamic Center. (2) from local guardian in Atlanta, Georgia.

ADMISSION RULES

- Applicant must correct his intention: Umar bin Al Khattab (ra) reported that the messenger of Allah (ﷺ) said, "Actions are judged by intentions and every person will get only what he intended". (Bukhari)
- Applicant must be between the age of 9 & 14 at the time of admission if requesting for Darul Uloom Boarding.
- Applicant must be at least 5 years old at the time of admission if applying for part time programs.
- There is no age limit for admission in Adults' classes for all Courses.
- Interviews, oral/written entrance examination and tours are required for all candidates. After reviewing the application, documents, a test/interview will be conducted for the applicant to determine his grade level for applied courses.
- Application form must be filled in & submitted with all required documents.
- Applicant's past disciplinary & behavioral problems, must be fully disclosed at the time of admission.
- If the application is approved, but there is no seat available, the application will be placed on a waiting list & be notified as soon as a seat becomes available.
- New applicant will be granted provisional admission for a period of one or three months. At the end of this period, a determination will be made for Admission.
- Students will be obliged to follow the curriculum designed by Darul Uloom for all programs/Courses.
- Parents are not allowed to bring their child to Darul Uloom until they have received the letter or a call of acceptance from DUL.
- Parents must bring the letter of acceptance or the call reference with them when they drop off their children for the first time.
- Admission decisions are determined by the Admission Committee's evaluation of several factors, especially: the completed application, previous school transcript, recommendations, entrance examination & interview.
- Both parents/guardians and applicants must read and sign the Admission Packet, Rules, Declaration and application forms, etc.
- Rules contained in Admission Packet can be changed at the discretion of the authorities without prior notice.

Signatures:

I, the undersigned, parent of _____ have read the admission rules, have had explained to me all the programs and courses and agree to follow the rules, regulations and policies of Darul Uloom of Atlanta / Al-Farooq Masjid of Atlanta.

Student's Name: _____ Signature: _____ Date: _____

Parent's/Guardian's Name: _____ Signature: _____ Date: _____



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STUDENTS' CODE OF CONDUCT

1. For disciplinary reasons the administrator, teachers and officials of Darul Uloom have the full right to check on the students, their activities and go through their rooms and personal stuffs at any time.
2. Students should not instigate other students or form groups against the interest of Darul Uloom / Al-Farooq Masjid of Atlanta.
3. Students should encourage each other towards piety, good conducts, beautiful manners and excellent behavior.
4. Any mischief, misbehavior, misconduct, troublesomeness, violation of the rules of the Darul Uloom / Al-Farooq Masjid will not be tolerated.
5. Disrespect to the teachers, instructors, staff members and authorities, is totally prohibited.
6. Speaking rudely or refusing to obey instructions, quarreling with teachers or fellow students and fighting is totally prohibited.
7. Students should refrain from sinful acts and evil habits; rather they should adopt righteousness and piety.
8. Students are responsible for any damage carried out by them to any property of Darul Uloom or Al-Farooq Masjid of Atlanta.
9. To protect the property of Darul Uloom of Atlanta or Al-Farooq Masjid of Atlanta is religious and moral obligation on every student.
10. Students will be liable for any damage caused willfully or through carelessness on their behalf.
11. Water and electricity should be used with strict measure at all times.
12. A deposit of \$100 should be paid against any damage caused to the property of Darul Uloom of Atlanta or Al-Farooq Masjid of Atlanta. Money for deliberate damage caused beyond that amount will be recovered from the student/guardian.
13. No phones, no Radios, no iPhones, no iPods, no iPads, no laptops/computers, no games, no televisions, no DVDS, no Firearms are permitted anywhere in the premises of in Darul Uloom / Al-Farooq Masjid of Atlanta.
14. Un-Islamic literature, novels and other items that may be injurious to the students physically or morally etc. are prohibited.
15. While being in Darul Uloom going homes of relatives or friends and viewing television programs is prohibited.
16. Students are prohibited from smoking, taking or possessing alcoholic beverages or intoxicants of any kind. Anyone found in possession of them will be expelled.
17. Sports activities are for fitness and recreational purposes. Students are not allowed to quarrel, bet or fight due to these activities.
18. Students must wear such clothes while engaging in sporting activities that conform to the Shari'ah, i.e. the Satar must be covered at all times.
19. No shorts, no jeans, and no half-sleeve clothes, permitted in Darul Uloom.
20. Uniform of Darul Uloom is (1) White Jubbas/Thawbs, (2) white trousers/Shalwars and (3) white Koofies/Topies, (4) one pair of shoes.
21. Valuable items should not be brought to Darul Uloom. If brought, it should be deposited in the office; failing which, if it gets missing the responsibility will be entirely on the student.
22. The institute will not be responsible for injuries sustained by student beyond the Darul Uloom and Al-Farooq Masjid premises.
23. While being in Darul Uloom, students are not allowed to mingle too much or make any friendship with outsiders, regular or irregular Musalleen, relatives or family members, etc.
24. Students are not allowed to leave the premises of Darul Uloom / Al-Farooq Masjid of Atlanta with their relatives or friends anytime without prior, written permission from the office.

Signatures:

I, the undersigned, parent of _____ hereby acknowledge that I have read all of the above 24 points of CODE OF CONDUCT. I understand and promise that I will abide by the rules, regulations & policies of Darul Uloom of Atlanta / Al-Farooq Masjid of Atlanta.

Student's Name: _____ Signature: _____ Date: _____

Parent's/Guardian's Name: _____ Signature: _____ Date: _____



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BOARDING & FOOD POLICY

1. Al-Hamdu Lillah, Allah has enabled Darul Uloom of Atlanta to provide the boarding facility for Darul Uloom students.
2. Boarding facility is for Darul Uloom full time boarding students only.
3. Students cannot stay in the boarding facility without / before complete registration.
4. Boarding is not required for the students. It is a facility for students who come from sates other than Georgia or cannot commute every day.
5. Allocations of rooms and seats for sleeping will be the sole prerogative of the administration. Students cannot change their seats, cannot sleep on other student's bed without official approval.
6. No outsiders can be brought into the boarding house without permission from the office.
7. Students will not be allowed to stay in the boarding house during the holidays without prior permission from the office.
8. Darul Uloom is not responsible for any lost, stolen or misplaced property.
9. No one is allowed to misuse/damage the property of Darul Uloom of Atlanta / Al-Farooq Masjid of Atlanta. A deposit of \$100 should be paid against any damage caused to the property of Darul Uloom of Atlanta or Al-Farooq Masjid of Atlanta. Money for deliberate damage caused beyond that amount will be recovered from the student/guardian.
10. Students are not allowed to bring food into their rooms/sleeping area. All eating must be in the kitchen and dining room.
11. Students are not allowed to use stew/microwave/toaster and any other cooking tools without permission from the staff.
12. No running, no fighting, no touching is allowed inside the boarding facility.
13. No student is allowed to go out, to the malls, shops, restaurants or any other entertainment centers during the day or night.
14. Boarding students are allowed to go home only on the weekend. They leave for home on Friday at 10:30 am and report back to Darul Uloom Boarding on Sunday one hour before Maghrib Salah.
15. Students are not allowed to leave the Boarding facility, premises of Darul Uloom / Al-Farooq Masjid of Atlanta with their relatives or friends anytime without prior, written permission from the office.
16. Parent/guardian must ensure that the child returns to Darul Uloom on time after the weekend break and holidays. Late arrival disrupts his own learning and that of the others and may turn out unfavorable for the child.
17. It is parents' responsibility to pick & drop their children in time. Darul Uloom doesn't provide any transportations.
18. Parents/Guardians are not allowed to pick-up their children earlier than the fixed time without prior consent of the teacher or administrator.
19. Students are encouraged to follow the Sunnah method for living/eating/sleeping/greeting and all other activities.
20. Breakfast, lunch for non-boarding students while breakfast, lunch and dinner for boarding students will be provided by DUL.
21. Non-boarding students are allowed to bring their own breakfast and lunch every day.
22. Meals are not provided for weekday boarding students from Friday-to-Sunday.
23. Three meals are provided for weekend boarding students from Monday to Sunday.
24. Two meals are provided for non-boarding students from Monday to Thursday.
25. No snack is provided by Darul Uloom. It is every student's responsibility to maintain their daily snacks or desired Halal food.
26. Outsiders cannot bring any type of food for students without teacher's prior permission while parents are allowed to bring Halal food any time for their children.
27. Students who don't make satisfactory progress and display character/discipline problems may be dropped from Boarding or Darul Uloom.
28. Boarding rules, Class Do's And Don'ts and Code of Conduct must be followed by the students and their parents/guardians.

Signatures:

I, the undersigned, parent of _____ do hereby acknowledge that I have read the BOARDING & FOOD POLICY with all of the Do's & Don'ts of Boarding and Food by myself and to my son. I understand and promise that I will abide by the rules, regulations & policies of Darul Uloom of Atlanta /Al-Farooq Masjid of Atlanta.

Student's Name: _____ Signature: _____ Date: _____

Parent's/Guardian's Name: _____ Signature: _____ Date: _____



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Code of Conduct for Class / Dormitory

1097 Center Street NW. Atlanta, Georgia - 30318

Do's

1. Correct your intention before you arrive for the boarding/class.
2. Your guardian must inform the staff about your arrival.
3. Be in uniform (white Thawb/Trouser/Koofi) when you reach Darul Uloom or boarding/class.
4. Arrive on Sunday 1 hour before Maghrib Salah if you stay in Boarding.
5. Greet when you inter the boarding facility/class.
6. Place your shoes on the shoe rack at all times.
7. Keep all of your books in your school bag.
8. Place your School bag in bag shelf.
9. Place your luggage/belongings at your assigned spot/bed.
10. Set your bed/drawer/belongings immediately after your arrival.
11. Keep your washed clothes in your luggage/box.
12. Keep your dirty clothes in a separate box/bag.
13. Bring two pairs of (inexpensive) shoes only.
14. Keep extra stuff in your locked luggage or storage room.
15. Maintain cleanliness of your bed/belongings/spot.
16. Fix your bed/belongings every day at assigned time.
17. Start your daily activities as per the schedule.
18. Live in a brotherly manner with your roommates.
19. Show the best of your characters/manners/behavior to the staff and students.
20. Remain engaged in allowed activities only.
21. Follow instructions of the warden/teachers/staff members.
22. Remain in your bed whenever you are in sleeping area.
23. Dedicate yourself to your goal.
24. Wake up in time. (Delay might cause you difficulties in your daily activities.)
25. Sleep in time. (It will refresh your mind and body.)
26. Eat in time. (It will help you regain your energy)
27. Wash your plates/cowls/cups/spoons/utensils after use.
28. Clean the bathroom/showers/sinks/kitchen after use.
29. Students are encouraged to follow the Sunnah method for living/eating/sleeping/greeting and all other activities.
30. You must play and be present at sports court every day from 4:30-5:30pm.
31. Weekend boarding students must follow weekend schedule.
32. Try to be in time at all times.
33. Every student must take shower every day within assigned time
34. All students must perform Salah in Jama'ah in boarding.
35. All students must brush their teeth every day.
36. All students must go to bed within assigned time
37. All students must perform all Sunnahs before Jama'ah
38. All complaints should be lodged with the administration.
39. Abide by Darul Uloom/ Hostel / Class rules & regulations.

Don'ts

1. Students should not take the law in their hands.
2. The decision of the complaint will be committee binding.
3. Allocations of rooms and seats for sleeping will be the sole prerogative of the administration.
4. Students cannot change their seats without official approval.
5. No outsiders can be brought into the boarding house without permission from the office.
6. Students will not be allowed to stay in the boarding house during the holidays without prior permission from the office.
7. Cleanliness of the rooms/seats must not be ignored.
8. DUL is not responsible for lost, stolen or misplaced property.
9. Don't misuse/damage the property of Al-Farooq Masjid / Darul Uloom of Atlanta.
10. Don't hesitate to report to the staff/administration if a roommate breaks any Islamic rule in a blatant manner.
11. Students should not be late for classes, Salahs, meals, sports and all other activities.
12. Students are not allowed to bring food into their rooms/sleeping area. All eating must be in the kitchen and dining room.
13. Students are not allowed to use stew/microwave/toaster, without permission of the staff.
14. Don't run, don't fight, and don't touch other students at all times.
15. Don't waste or throw food at each other in the boarding/class.
16. Don't argue, don't insult, don't curse, and don't backbite.
17. Don't use any bad words or foul language.
18. Don't order anything online without teachers' permission.
19. Don't misuse DUL computers or any other facilities.
20. Don't bring unnecessary items to the boarding or class.
21. Students are not allowed to engage in monetary transactions. If any money is loaned or exchanges are made, DUL is not responsible for its return.

=====

I,

guardian of

hereby acknowledge that I have read all of the above do's & don'ts with entire Admission Packet by myself and to my son. I understand and promise that I will abide by the rules, regulations & policies of Darul Uloom of Atlanta /Al-Farooq Masjid of Atlanta.

Student's name:..... Signature:..... Date:.....

Guardian's name:..... Signature:..... Date:.....



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FACILITY OF ONLINE HOME-SCHOOLING & COMPUTER LAB

Darul Uloom of Atlanta has been trying its best to maintain beautiful Islamic environment with academic education through online home schooling where students learn Math / Literature / GUM / Spelling / Vocabulary / Science/ American History / Social Studies / Arts and Languages.

Benefits of online home schooling	Online homeschooling programs
<ul style="list-style-type: none"> • Islamic Education with Academic learning • Variety of programs & courses • Comfortable Islamic learning environment • Computer Lab • Well Experienced teachers/instructors • Convenience and flexibility • Greater ability to concentrate • Avoid commuting 	<ul style="list-style-type: none"> • www.k12.com • www.connectionsacademy.com • www.keystoneschoolonline.com • www.time4learning.com • www.homeschoolacademy.com • www.homeschool.com • www.calverteducation.com • www.southeastacademyonline.com • www.pennfoster.edu • www.homeschool.com

ONLINE SCHOOLING & COMPUTER LAB POLICY

1. It is Parents' responsibility to register their children for any of the programs listed above.
2. For Homeschooling students must be registered from their hometown and in their local (state) online home schools.
3. Communication for online schooling will be maintained by the parents; Online Teachers-Parents-Darul Uloom Teachers.
4. Online schooling teachers cannot communicate with Darul Uloom instructors directly without permission from the office.
5. Names/contact information of Darul Uloom instructors for schooling can be provided at the request of the parents.
6. Darul Uloom provides all the possible tools / facilities / computer lab / well trained teachers to help the students in the Lab.
7. Minimum 2-3 Hours are given to students daily (Monday-Friday) to complete their daily school assignments.
8. Annual Exams for Online schooling are managed by online schools at their assigned centers & not by Darul Uloom.
9. Students are granted 10 days leave for online home schooling Annual Exams in April.
10. Students must travel to their home town to take their annual exams / tests at the centers assigned by online schools.
11. Parents are suggested to keep those points in mind and help their children complete their course successfully.
12. Parents are welcome to help their children for online schooling in DUL's computer lab from Monday - Friday (2:30-4:30pm)
13. Students or parents are not allowed to use computer lab, computers, internet, etc. for their personal activity without permission from the office.
14. Students are not allowed to use DUL internet to call, text and chat with their parent, relatives, friends or anybody without prior permission from the office.
15. Students are not allowed to use DUL internet to play games, to watch movies, films, documentaries and any other useless stuff without prior permission from the teachers.
16. Students are not allowed to use DUL internet for Facebook, twitter, snap chat, kik or any other social media at the time of computer lab.

Signatures:

I, the undersigned, parent of _____ hereby acknowledge that I have read all of the above mentioned rules of ONLINE SCHOOLING & COMPUTER LAB. I understand and promise that I will abide by the rules, regulations & policies of Darul Uloom of Atlanta / Al-Farooq Masjid of Atlanta.

Student's Name: _____ Signature: _____ Date: _____

Parent's/Guardian's Name: _____ Signature: _____ Date: _____



The Darul Uloom of Atlanta

{A Unit of Al-Farooq Masjid of Atlanta}

442 14th Street NW, Atlanta, Georgia. 30318. | Tel: 678-886-3457 – 404-874-7521 | www.alfarooqmasjid.org

Admission Packet / Application / Admission Rules / Tuition & Withdrawal Policy / Required Documents / Declaration

TUITION & WITHDRAWAL POLICY

- Darul Uloom of Atlanta has a 12 month academic calendar (July 2017 to June 2018).
- Admission Fee \$100, Security deposit \$100 and first month advanced fees (all nonrefundable) should be paid at the time admission. This fee is due upon submission of the application. No application will be accepted and/or processed without this fee.
- Darul Uloom of Atlanta requires a commitment to an annual tuition total (average \$6,000 per child). This tuition amount is not based on time of enrollment or days spent in school. Rather, the annual amount is owed and must be paid even if the child is withdrawn or quits in the middle of the year.
- If Darul Uloom requests the withdrawal of a child for disciplinary or other reasons, where payment has been made in accordance with any of the options listed in the tuition agreement, the decision on the refund of tuition paid/or will be paid, will be made by Darul Uloom, upon consideration of the merits of each case.
- Tuition payments are due no later than the fifth (5th) day of each month. A late fee of \$10.00 per day will be added for late payments.
- If tuition is not paid, then the student will not be allowed to attend classes after the tenth (10th) day of the month. The tuition balance should be paid by the 30th day of the month or the student's enrollment may be terminated.
- A surcharge of \$30.00 is payable if any check is returned for insufficient funds. After two (2) returned checks, only cash or money orders will be accepted.
- Additional fees for special events and/or activities may be required throughout the school year.
- If a child is withdrawn from the school on the parent's initiative, before the end of the first month of the school, where the full year's tuition has been paid, a refund of 11 months will be made.
- If a child is withdrawn from the school on the parent's initiative, before the end of the second month of the school, where the full year's tuition has been paid, a refund of 6 months will be made.
- If a child is withdrawn from the school on the parent's initiative, after the end of the second month of the school, where the full year's tuition has been paid, no refund will be made.

SIBLING POLICY

Sibling discounts are available for full time programs only. For the 2017-2018 school year enrollments, DUL's sibling policy is be as follows:

- | | |
|--|---|
| [1] For your first child, you will pay full tuition | [2] For your second child, you will get a \$50/- off in monthly tuition |
| [3] For your third child, you will get a \$50/- off from monthly tuition | [4] For your fourth child, you will get a \$50/- off in monthly tuition |
| [5] For your fifth child, you will not pay tuition | [6] The discounts apply to only tuition, not to other fees. |

FEES/TUITIONS

S N	Admission Category	Boarding Category	Course Name/Items	Monthly Tuition	Annual Tuition
1.	Full/Part Time	Boarding/Non-Boarding	Admission Fee	X	100
2.	Full/Part Time	Boarding/Non-Boarding	Security Deposit	X	100
3.	Full Time	No Boarding	Qaidah/Nazrah/Tajweed/ Hifz/Revision/Pre-Alim/Alim/Arabic	375	4500
4.	Full Time	Boarding (Sun-Fri)	Qaidah/Nazrah/Tajweed/ Hifz/Revision/Pre-Alim/Alim/Arabic	475	5700
5.	Full Time	Boarding (Sun-Sat)	Qaidah/Nazrah/Tajweed/ Hifz/Revision/Pre-Alim/Alim/Arabic	500	6000
6.	Part Time	No Boarding	Qaidah/Nazrah/Tajweed	30	360
7.	Part Time	No Boarding	Hifz/Revision	100	1200
8.	Part Time	No Boarding	Pre-Alim/Alim/Arabic	200	2400

PAYMENT OPTIONS & POLICY

The option of twelve monthly payments for parents' convenience is available as follows:

- | | |
|---|---|
| [1] Annual Payments (in one annual payment) | [2] Annual Payments (in two Installments) |
| [3] Annual Payments (in three Installments) | [4] Annual Payments (monthly payments) |

Signatures:

I, the undersigned, parent of _____ do hereby undertake to pay tuition for the school year _____ in accordance with the fee schedule, have read & agree to the withdrawal policy given in the admission packet.

Student's Name: _____ Signature: _____ Date: _____

Parent's/Guardian's Name: _____ Signature: _____ Date: _____



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NON-DISCRIMINATORY POLICY

1. Darul Uloom of Atlanta admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.
2. Darul Uloom of Atlanta doesn't discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, scholarship, athletic and other school administered programs.

DISCIPLINE POLICY & CONSEQUENCES

1. Repeated violations of Darul Uloom rules, regulations and policies or engaging in actions, which bring Darul Uloom of Atlanta / Al-Farooq Masjid of Atlanta into dispute, will result in expulsion from the program.
2. Insulting any teacher, staff or member of the management of Darul Uloom / Al-Farooq Masjid of Atlanta will not be tolerated in any circumstance and will result in expulsion from the program.
3. All students are required to obey teachers, staff members and warden appointed by management of Darul Uloom of Atlanta / Al-Farooq Masjid of Atlanta.

Note: Violation of the above mentioned rules, regulations and discipline policy will result in the following disciplinary action:

1. 1st offense: verbal warning
2. 2nd offense: withdrawal of privileges
3. 3rd offense: parent-teacher conference
4. 4th offense: suspension from program
5. 5th offense: possible expulsion from program

GENERAL POINTS

1. Since Islam is a disciplinary religion that emphasizes on piety, good conduct, beautiful manners and excellent behavior, each student is required to comply with the laws of Islam together with the rules of Darul Uloom and instructions of the teachers / staff members.
2. Rules and regulations are framed for the convenience of the students and smooth running of the institute. Compliance of which saves much time and energy, thus affords the student and administration greater opportunities to concentrate on the curriculum and Tarbiyah (Islamic upbringing) programs. Therefore students are bound to obey and honor each and every rule stated in the above.

DECLARATION

1. I believe that the students are responsible for their own behavior and academic success. They are individually responsible for their actions and careers.
2. I agree to make all dues payment on time according to the schedule agreed and understand that my child may be asked to withdraw if the fees are not met and the rules/policies are not abided by.
3. I, the undersigned, parent of _____ do hereby acknowledge that I have read the entire admission packet with boarding and food rules, tuition & withdrawal policy, by myself and to my son & have had explained to me all the programs and courses, and agree to follow the rules, regulations and policies of Darul Uloom of Atlanta / Al-Farooq Masjid of Atlanta.

Signatures:

Student's Name: _____ Signature: _____ Date: _____

Parent's/Guardian's Name: _____ Signature: _____ Date: _____