



**Ottawa Islamic School**  
**New Student**  
**Registration 2025 - 2026**

**General note:** The Ottawa Islamic school DOES NOT do automatic enrollment. Every student must re-registered to the Ottawa Islamic School each school year. The Ottawa Islamic reserves the right to decline the registration of new students as well as re-enrolling students.

Completion and submission of the registration form DOES NOT guarantee enrollment at the Ottawa Islamic School. All new students will receive formal acceptance of enrollment by mail.

**Office Use Only**

Domestic ☐ International ☐

Registration Date: \_\_\_\_\_ Enrollment Start Date: \_\_\_\_\_

Grade in September: \_\_\_\_\_ OEN: \_\_\_\_\_

**Registration Documentation (check ☒ when verified)**

Child's Original Birth Certificate ☐ Proof of Address ☐ Void Cheque/Direct Deposit ☐

Original 2023/2024 Report Cards ☐ Child's Immunization records ☐

Passport size Photo ☐ Child's Immigration/Citizenship Documents ☐

Custody documents (if applicable) ☐ Additional Medical forms (if applicable) ☐

**How did you hear about the school?**

Word of Mouth ☐ Social Media ☐ Current Parent of School ☐ Other : \_\_\_\_\_

**\* Your child's enrollment will be nullified if any information given in any registration form is incomplete, omitted, or fraudulent.**



**PLEASE PRINT CLEARLY**

**Student Information**

Child's Full Legal Name: \_\_\_\_\_  
First Name Middle Name Last Name

Address: \_\_\_\_\_  
Unit/House # Street Postal Code

Date of Birth: \_\_\_\_\_ Gender: Female ☐ Male ☐

Language(s) Spoken: ☐ English ☐ Arabic ☐ French ☐ Somali ☐ Other: \_\_\_\_\_

**Previous School Attended**

Last date of attendance: \_\_\_\_\_ Grade at previous school: \_\_\_\_\_

Name of School: \_\_\_\_\_ Address of School: \_\_\_\_\_

Last school attended in Ontario, if different from previous school

Ontario School Name: \_\_\_\_\_ Ontario School Address: \_\_\_\_\_

Why did you decide to leave your last school? : \_\_\_\_\_

**Citizenship**

Citizenship Status of Child(ren) in Canada: \_\_\_\_\_

If any of your children differ in status, please indicate below.

\_\_\_\_\_

\*Please note that proof of address is required for all students.

\* Your child's enrollment will be nullified if any information given in any registration form is incomplete, omitted, or fraudulent



### **Parent / Guardian Information #1**

Name: \_\_\_\_\_  
Mr. / Mrs./Ms. First Name Middle Name Last Name

Relation to student: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_  
Unit/House # Street Postal Code

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Citizenship: \_\_\_\_\_

Emergency Contact Priority: ☐ 1<sup>st</sup> ☐ 2<sup>nd</sup> ☐ 3<sup>rd</sup>

Student lives with: ☐ Both parents ☐ Mother ☐ Father ☐ Guardian Other \_\_\_\_\_

Language(s) Spoken: ☐ English ☐ Arabic ☐ French ☐ Somali ☐ Other: \_\_\_\_\_

### **Parent / Guardian Information #2**

Name: \_\_\_\_\_  
Mr. / Mrs./Ms First Name Middle Name Last Name

Relation to student: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_  
Unit/House # Street Postal Code

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Citizenship: \_\_\_\_\_

Emergency Contact Priority: ☐ 1<sup>st</sup> ☐ 2<sup>nd</sup> ☐ 3<sup>rd</sup>

Student lives with: ☐ Both parents ☐ Mother ☐ Father ☐ Guardian Other \_\_\_\_\_

Language(s) Spoken: ☐ English ☐ Arabic ☐ French ☐ Somali ☐ Other: \_\_\_\_\_

**\* Your child's enrollment will be nullified if any information given in any registration forms is incomplete, omitted, or fraudulent.**



### **Emergency Contact #1**

Name: \_\_\_\_\_  
Mr. / Mrs./Ms.      First Name      Middle Name      Last Name

Address: \_\_\_\_\_ Postal code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Relation to student:** ☐ Parent/Guardian #1 ☐ Parent/Guardian ☐ Other: \_\_\_\_\_

Is this emergency contact allowed to pick up the student? ☐ Yes ☐ No

### **Emergency Contact #2**

Name: \_\_\_\_\_  
Mr. / Mrs./Ms.      First Name      Middle Name      Last Name

Address: \_\_\_\_\_ Postal code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Relation to student:** ☐ Parent/Guardian #1 ☐ Parent/Guardian #2 ☐ Other: \_\_\_\_\_

Is this emergency contact allowed to pick up the student? ☐ Yes ☐ No

### **Please name all school aged siblings the child has:**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

School Attending: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

School Attending: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

School Attending: \_\_\_\_\_

\* Your child's enrollment will be nullified if any information given in any registration forms is incomplete, omitted, or fraudulent.



**Additional Information**

**Why have you chosen the Ottawa Islamic school?**

\_\_\_\_\_

\_\_\_\_\_

**What are your expectations of the school?**

\_\_\_\_\_

**What does your child want to do after high school?**

\_\_\_\_\_

\_\_\_\_\_

**I verify that the above information is valid as of this date.**

Parent / Guardian #1 Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent / Guardian #2 Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# **Ottawa Islamic School Medical Form**

Please fill in **ALL** information

Grade in September:

## **Student Information**

First Name:	Surname:	D.O.B (DD/MM/YYYY)	Gender:
Health Card Number:	Family Physician:	Physician's Phone Number:	

## **Medical History**

Does your child have any medical conditions that the school should be aware of? **If any of the above are selected please complete the additional required form.**

1. Asthma ☐ 2. Allergy ☐ 3. Diabetes ☐ 4. Epilepsy ☐ 5. Anaphylaxis ☐

**If any of the above are selected please describe and comment on the medical condition below:**

Please indicate whether your child has any allergies (including insect bites, medication, food, animals, plants, dust, etc.):

Briefly explain your child's reaction to any of the allergies mentioned above.

What counter-measures need to be taken if a reaction occurs?

Does your child require an Epi-Pen? For what reason

**Does your child have asthma?**

If yes, is it severe and does your child use an inhaler?

Is your child receiving any medication on a continuous basis?

If yes, please list names and reasons for medication.

Has your child been diagnosed with any behavioral, cognitive, or other disorder affecting his/her ability to learn (e.g. Attention Deficit Disorder (ADD), Asperger Syndrome, and Dyslexia)? **YES/ NO**

If yes, please indicate what and how it is being treated?

## **In the Event of an illness and/or Medical Emergency**

-If a student becomes ill while at school, parents must pick up the child or arrange for transportation.

-If your child must take prescription medication at school, we require a permission form signed by the parent. Staff can only administer prescribed medication when a written permission is submitted to the school by the parent.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_



### **Media/School Website Permission Form**

Dear Parents/ Guardians: We would like to tell the community about the many positive things taking place in our school. However, we want to strike the right balance between getting our message out and respecting the wishes of parents/guardians who do not want their child/children photographed, videotaped, or their child/children name displayed on the Ottawa Islamic School classroom or website. Please fill in the following permission form:

### **Media Publications**

- o **I consent** to my child being photographed, videotaped, or interviewed and their name and image used in school publications and or medical coverage of school related events.
- o **I do NOT consent** to my child being photographed, videotaped, or interviewed and their name and image used in school publications and or medical coverage of school related events.

### **School Website/School-wide Social Media**

- o **I consent** to my child's school work (text, videotape, audio, art, etc.), name, and/or photo/image/video image being used on the school website. (Please note as a normal practice the school will not publish names of students. Most pictures will be group shots)
- o **I do NOT consent** to my child's school work (text, videotape, audio, art, etc.), name, and/or photo/image/video image being used on the school website. (Please note as a normal practice the school will not publish names of students. Most pictures will be group shots).

### **Classroom- Website/blog/email**

- o **I do consent** to my child's work, name or photo/image/video being used on a teacher's blog/website or email communication to parents.
- o **I do NOT consent** to my child's work, name or photo/image/video being used on a teacher's blog/website or email communication to parents.

<b>Student Name(s):</b> (please print)	
<b>Grade(s):</b>	
<b>Parent / Guardian Name:</b>	
<b>Parent / Guardian Signature:</b>	
<b>Date:</b>	

#### **USE OF STUDENT IMAGES**

Throughout the year, Ottawa Islamic School (OIS) will capture images of students involved in school life. These images, taken in an educational context or at public events held in association with the school, may be used to promote the school and its activities through various publications—including our weekly e-newsletter, the school website, yearbook, and social media feeds. If Ottawa Islamic School wishes to feature a student's individual image in advertising or marketing material, the school will contact the parent/guardian in advance to request consent. If you have any concerns regarding the use of such images, please contact the school. OIS may also record video footage of school activities and live stream public events such as jumuah, graduation ceremonies, etc.. As these events are public in nature, we do not seek prior consent to broadcast images. Ottawa Islamic School is not responsible for the content captured in these public video feeds but may use the recordings to promote the school and its programs. By applying to Ottawa Islamic School, students and parents/guardians acknowledge, accept, and consent to the use of student images as described above.



## PARENTAL AGREEMENT FORM – ACADEMIC YEAR 2025-2026

I/we, \_\_\_\_\_ (*Print parent name(s)*), as the parent(s) and/or legal guardian(s) (the “**Parent**”), wish to enroll my/our child, \_\_\_\_\_ (*Print child’s name*) (the “**Student**”), at the Ottawa Islamic School (the “**School**”) for the 2025-2026 academic year. In consideration of the Student’s enrollment at the School, along with the mutual covenants and agreements contained herein, the receipt and sufficiency of which are hereby acknowledged, it is hereby agreed as follows (the “**Agreement**”):

1. This Agreement applies to the academic year commencing on September 1, 2025 and ending on June 30, 2026.
2. The Parent agrees that the Student’s enrollment will be considered incomplete until: (i) all forms are signed by the Parent and submitted to the School, including this Agreement; (ii) the registration fee is paid; (iii) all outstanding fees owing to the School have been paid; and (iv) the School’s Principal has provided confirmation of the Student’s enrollment.
3. The Parent acknowledges and agrees to pay all registration fees, capital levy fees, tuition fees, late fees, accounts, dues, before school fees, after school fees, and other incidental fees incurred by the Student as set out in the School’s Fee Schedule attached hereto as **SCHEDULE “A”**.
4. The Parent also agrees to be responsible for all costs incurred in connection with the Student’s enrollment at the School, including, without limitation, any damage to School property, textbooks, or sports equipment. For clarity, textbooks are loaned to the Student for the duration of the academic year and are to be returned at the end of the academic year.
5. The Parent will complete all supporting documentation as required in the School’s “Registration Form”.
6. The Student’s first three (3) months of enrollment shall constitute a probationary period (the “**Probationary Period**”), during which time the School will assess the Student’s adherence to the School’s policies, procedures, mission, and values. Should the School not be satisfied with the Student’s conduct, in its sole discretion, the School may expel the Student without any further obligation to the Student or Parent.
7. The Parent has read, understood, and agrees to comply with the School’s policies, procedures, code of conduct, and Parental Handbook. The Parent agrees to conduct themselves in accordance with the School’s Parental Handbook and to adhere to all School rules, policies, and procedures which may be amended from time to time. The Parent further acknowledges and agrees that failure to meet these requirements may lead to the Student’s expulsion from the School without any further obligation to the Student or Parent.
8. There is a mandatory dress code for students. The Parent will ensure that the Student arrives at School with the appropriate School uniform and clothing that meets the School’s uniform standards.





9. The Parent hereby grants permission for the Student to use all the play equipment and to participate in all School activities.
10. The Parent will comply with the School's hours of operation, including: (i) the Student will arrive at the School between 8:30 am to 9:00 am. If the Student arrives at the School after 9:00 am, the Student will be marked late; (ii) the Student cannot arrive at the School before 8:30 am or after 3:30pm; and (iii) pick-up and drop-off times outside of the hours of operation will be subject to fees and/or charges as set out in the Parental Handbook and Fee Schedule.
11. The Parent and the Student will adhere to the School's social media guidelines as set out in the Parental Handbook, including: (i) no posting on social media (such as, Facebook, LinkedIn, Reddit, Instagram, X, Pinterest, TikTok, blogs, micro-blogging sites, YouTube, content communities, chat rooms, bulletin boards, and wikis) of any content that is vulgar, obscene, threatening, intimidating or harassing, or which violates any of the School's policies; (ii) respecting the privacy of others; and (iii) bidding by all applicable laws and regulations.
12. The Parent understands and agrees that any false information given or information withheld at the time of the Student's enrollment may lead to the Student's expulsion from the School without any further obligation to the Student or Parent.
13. The Parent understands that a positive and constructive relationship between the School and Parent is essential to the School's educational purpose and responsibilities to the Student. Any Parent concerns, grievances, or suggestions must be brought to the School's administration before being brought to any other court or tribunal.
14. The Parent will update the School on any change of address, phone number, or other information deemed relevant to the School within one (1) business day.
15. The School shall **NOT** be liable or responsible to the Parent, or be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement, when and to the extent such failure or delay is caused by or results from acts beyond the School's reasonable control, including, without limitation, the following force majeure events ("**Force Majeure Event(s)**"): (a) acts of God; (b) flood, fire, earthquake, tsunami, epidemics, pandemics, including the 2019 novel coronavirus pandemic (COVID-19), or explosion; (c) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot, or other civil unrest; (d) government order or law; (e) actions, embargoes, or blockades in effect on or after the date of this Agreement; (f) action by any governmental authority; (g) national or regional emergency; (h) strikes, labour stoppages or slowdowns, or other industrial disturbances; (i) telecommunication breakdowns, power outages or shortages; and (j) other similar events beyond the reasonable control of the School. In the event of a Force Majeure Event, the Parent will still be responsible for the payment of all fees owing to the School as set out in the Fee Schedule attached hereto as **SCHEDULE "A"**.
16. The Parent consents to receive electronic communication from the School for school-related purposes and fundraising purposes.



17. The Parent agrees and understands, for the safety and security of all students and staff, the School and its agents reserve the right at any time, with or without notice, to conduct searches of the Student and of his or her personal property. The Parents hereby consent to such searches.
18. The Parent will ensure that the Student's immunization record is up to date in accordance with Ontario's *Immunization of School Pupils Act*. If any public and/or government agency issues any order to suspend the Student for health reasons, the School will comply with such legal orders and there will be **no refunds** issued to the Parent.
19. The School reserves the right to terminate this Agreement without further obligation to the Parent or Student where: (i) the Student fails to adhere to the School's policies, procedures, mission, or values; (ii) the School is unable to accommodate the Student's disability, social, and/or emotional needs. The School will accommodate the Student's disability to the point of undue hardship; or (iii) there is a material breach of this Agreement by the Parent or Student.

### **ACCEPTANCE AND ACKNOWLEDGEMENT**

I/we, \_\_\_\_\_ (*Print parent name(s)*), as the parent(s) and/or legal guardian(s) of , \_\_\_\_\_ (*Print child's name*), have reviewed, understand, and agree to be bound by the terms and conditions of the Ottawa Islamic School's Parental Agreement Form – Academic Year 2025-2026, including the Fee Schedule attached hereto as **SCHEDULE "A"**.

I/We further agree to be bound by the Ottawa Islamic School's policies, rules, and regulations, as may be amended from time to time.

I/We have had the opportunity to obtain independent legal advice in connection with this agreement, and I/We accept the terms and conditions outlined herein, freely, voluntarily, and without duress.

#### **Parent #1:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Parent #2:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## SCHEDULE “A”

### FEE SCHEDULE – ACADEMIC SCHOOL YEAR 2025/2026

The Ottawa Islamic School (the “**School**”) is a non-profit registered charity. The fees paid by parents cover some of the School’s operating expenses and help to ensure the continued operation of the School. By signing the Parental Agreement, parents accept all registration fees, tuition fees, and any other incidental fees or expenses as set out in this fee schedule (the “**Fee Schedule**”).

#### One-Time Capital Levy Fee

Capital Levy Fee (per family) - Returning family	\$450
Capital Levy Fee (per family) - New family	\$500
<ul style="list-style-type: none"> <li>Returning families must pay their capital levy fee on or before June 10, 2025, to benefit from the \$100 discount</li> <li>Failure of returning families to pay the capital levy fee on or before June 10, 2025, will cause their Capital levy fee to increase to \$550 due to the discount offer expiring after June 10, 2025</li> </ul>	
* Capital levy fees are non-refundable	

#### Registration Fees

<b>Returning family</b> (Covers all returning students)	<i>Payable on or before May 09, 2025,</i>	\$400
<b>Returning family adding a new child</b>	<i>Payable on or before June 10, 2025</i>	\$500
<b>New family (per student)</b>	<i>Payable on or before June 10, 2025,</i>	\$500

\*Returning families who fail to pay their capital levy fee on or before June 10, 2025, will have their registration fee increased to \$550 as the discount offer will have expired after June 10, 2025

\*\* Registration fees are non-refundable

\*\*\* Registration fees will not be refunded if a registration is voided due to failure to complete the registration process by not paying the capital levy fee on or before the required date



### **Registration Fee Terms and Conditions**

1. The payment of the registration fee itself **DOES NOT** represent acceptance of enrollment in the School. It is just a step in the enrollment process.
2. Please note that a student's enrollment is not complete unless or until the School's Principal has provided confirmation of enrollment.
3. After the formal acceptance of enrollment, parents must pay the registration fee by the appropriate deadline. Failure to pay the registration fee by the set date will result in loss of enrollment acceptance and the student's placement at the School.
4. Registration fees are paid at the start of each school year, regardless of whether your children are returning for another school year. All families pay the annual registration fee.
5. Registration fees are **non-refundable** and are not deducted from tuition fees. For clarity, the registration fee is a separate standalone fee.

### **Tuition Fees**

#### **Kindergarten**

Junior Kindergarten	<i>September 2025 to June 2026</i>	\$5,950
Senior Kindergarten	<i>September 2025 to June 2026</i>	\$5,950
International Students	<i>September 2025 to June 2026</i>	\$7,000

#### **Additional mandatory Kindergarten Fees**

Resource Fee	<i>One-time fee paid on or before September 1, 2025</i>	\$200
Mandatory Uniform Items	<i>1 sweater, 2x gym shirts, 1 long sleeve, and 2x jogging pants</i>	\$220

\* The Resource Fee is not a replacement for the students' own school supplies

\* The Resource Fee is **non-refundable**      \*\*Uniform items are final sale – no returns accepted



### Elementary- Tuition Fees

Grade 1 to Grade 8	<i>September 2025 to June 2026</i>	\$5,150
International Student	<i>September 2025 to June 2026</i>	\$9,000

### Additional mandatory Elementary Fees

Resource Fee	<i>One-time fee paid on or before September 1, 2025,</i>	\$425
Mandatory Uniform Items	<i>1 Long sleeve or short sleeve, 2x gym shirts and 1 sweater</i>	\$150

\* The Resource Fee is not a replacement for the students' own school supplies

\* \*The Resource Fee is **non-refundable**

\*\*\* Uniform items are final sale – no returns accepted

### High School - Tuition Fees

Grade 9 to 12	<i>September 2025 to June 2026</i>	\$6,300
International Student	<i>September 2025 to June 2026</i>	\$15,000

### Additional Mandatory High School Fees

Resource Fee	<i>One-time fee paid on or before September 1, 2025</i>	\$575
Mandatory Uniform Items	<i>2 Long sleeve or short sleeve, 2x gym shirts and 1 sweater</i>	\$190

\*The Resource Fee covers both semester 1 and semester 2

\*\*The Resource Fee is **non-refundable**

\*\*\* Uniform items are final sale – no returns accepted



### Optional Costs

Additional Field Trip (depending on the grade)	<i>Per event</i>	\$60 - \$300 (estimate)
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### Sibling Discounts

Tuition and Fees	JK and SK			Elementary (Grades 1-8)			High School (Grades 9-12)		
	Monthly (10 months)	Monthly (12 months)	Annual based on 10 months	Monthly (10 months)	Monthly (12 months)	Annual Based on 10 months	Monthly (10 months)	Monthly (12 months)	Annual based on 10 months
Tuition for 1st Child	\$595	\$495.83	<b>\$5,950</b>	\$515	\$429.16	<b>\$5,150</b>	\$630	\$525	<b>\$6,300</b>
Tuition for 2nd Child	\$550	\$462.50	<b>\$5,550</b>	\$400	\$333.33	<b>\$4,000</b>	\$595	\$495.83	<b>\$5,950</b>
Tuition for 3rd Child and Additional Children	\$515	\$429.16	<b>\$5,150</b>	\$325	\$270.83	<b>\$3,250</b>	\$575	\$479.16	<b>\$5,750</b>



### **Tuition Fee Payment Options**

The School provides parents with the five (5) following tuition fee payment options\*:

**1) Plan A: Full Payment**

- Full tuition payment due on or before September 1, 2025
- One-time payment
- **Anyone who pays full tuition on or before August 1, 2025, will be entitled to a 5% discount on tuition fees.**

**2) Plan B: Three (3) Payments**

- Tuition is due in three (3) installment payments due on or before the following dates:

<b>September 1, 2025</b>	<b>December 1, 2025</b>	<b>March 1, 2026</b>
<b>First payment</b>	<b>Second Payment</b>	<b>Third Payment</b>

**3) Plan C: Semi-Annual**

- Tuition is due in two (2) payments:

<b>August 1, 2025</b>	<b>January 1, 2026</b>
<b>First Payment</b>	<b>Second Payment</b>

**4) Plan D: Ten (10) Month Payment Plan**

- The tuition payment is divided into ten (10) monthly payments, starting on September 1, 2025 or August 20, 2025 and ending on June 1, 2026 or May 20, 2026.
- You must choose either to have your payments deducted on the 1st of the month or the 20th of the month.
- Once a payment plan option has been chosen, and the School has started to collect fees, parents/guardians **CANNOT** switch to another payment plan and must complete the payment plan agreed to.

**5) Plan E: Twelve (12) Month Payment Plan (Only available for parents/guardians with two or more students enrolled at the beginning of the school year)**

- The tuition payment is divided into twelve (12) monthly payments based on one of two options: (1) starting on July 1, 2025 and ending on June 1, 2026; or (2) starting on July 20, 2025 and ending on June 20, 2026.



**Chart 1: Option One – 12-month payment plan with payments made on the 1st of each month**

July 1,2025	August 1,2025	September 1,2025	October 1,2025	November 1,2025	December 1, 2025	January 1,2026	February 1,2026	March 1,2026	April 1,2026	May 1, 2026	June 1, 2026	
1	2	3	4	5	6	7	8	9	10	11	12	

**Chart 2: Option Two – 12-month payment plan with payments made on the 20th of each month**

July 20,2025	August 20,2025	September 20, 2025	October 20, 2025	November 20, 2025	December 20, 2025	January 20, 2026	February 20, 2026	March 20, 2026	April 20, 2026	May 20, 2026	June 20, 2026
1	2	3	4	5	6	7	8	9	10	11	12

*\*The payment options described above only apply to tuition fees. Registration fees, capital fees, school resource fees and mandatory uniform items must be paid for in full before the start of the school year.*

### **Payment Methods**

Payments can be made by one of the following methods:

1. Cheque – Payable to, “Ottawa Islamic School”
2. Cash
3. Debit Card
4. Visa/MasterCard (Please note that a credit card fee of 2.5% will be added)
5. Pre Authorized Withdrawal (EFT) - Would need to provide a void cheque - *This is the preferred method of payment*





### **Billing**

Parents/Guardians whose signature is used when formally registering for enrollment will be held legally responsible for all School fees. Any parent who wishes to have their name added to any statement of account and/or the religious portion of the tuition receipt must have signed their signature on the Parental Agreement, making them legally responsible for all school fees.

### **Enrolling Midway Through the Month**

The School does not prorate tuition fees. Any student who enrolls at any time during a given month will be charged tuition fees for the entire month, even if the child does not attend.

### **Late Payments**

Where student accounts are overdue for thirty (30) days or more, the School will withdraw the services and parents/guardians will continue to have an obligation to pay the fees for the service-withdrawn period.

### **Delinquent Accounts**

The School reserves the right to withdraw services at any time if accounts are not paid in accordance with established due dates. If the account is sent to a collection agency, additional fees will be added to the balance due. A delinquency report may be filed with a credit bureau.

***STUDENTS WILL NOT BE PERMITTED TO BEGIN CLASSES IN SEPTEMBER (OF A NEW SCHOOL YEAR) IF:***

- 1. Tuition fees are outstanding for the previous school year.*
- 2. Tuition fees are outstanding based on the chosen payment plan payment schedule; or*
- 3. No payment plan arrangement has been chosen and the School does not have the correct financial information on file.*

### **Withdrawal and Refund Policy**

Once tuition fees have been paid, the School **DOES NOT REFUND FEES**. However, for tuition fees that have not been paid (i.e. will be payable pursuant to a payment plan), parent(s)/guardian(s) can submit withdrawal notice, **in writing**, to the School's finance office, **in person**, **60 DAYS BEFORE THE WITHDRAWAL DATE**. However, all withdrawals will still incur a charge of two (2) months' tuition fees. If written notice is not provided, two (2) months of tuition fees will be forfeited in lieu of notice. This policy also applies to all withdrawals initiated by the School.



Any parent(s)/guardian(s) who withdraw a student after February 28, 2026, will be responsible for the remaining tuition fees and school fees due for the rest of the school year. For clarity, the two (2) month withdrawal notice will not apply to any withdrawals after February 28, 2026.

**On withdrawal, the resources fee, textbook fee, technology fee, classroom supply fee, capital levy fee, registration fee, and all other fees paid or due, are non-refundable, regardless of whether the student received the full benefit related to these fees or not.**

### **Income Tax Information**

#### **Child Care Expenses**

Receipts for child-care expenses for children under the age of six (6) in the tax year are issued each February for the portion of tuition fees that relate to childcare. Please note that it is the responsibility of the parent to establish eligibility for this deduction. Further information can be accessed through the CRA website. For clarity, the School does not provide tax advice.

#### **Voluntary Gifts**

Income tax receipts are issued under our registered charitable organization number for any eligible voluntary gifts given to School.

### **Extracurricular Activities**

Participation in field trips and other extracurricular activities is **NOT** covered by the tuition fees. Fees for extracurricular activities will be determined by the organizers on a per trip basis. The School will distribute a separate form for each activity to gather the necessary details, and if necessary, parent/guardian permission for the student to attend and participate in the activity.



### **Automatic billing for late pickup**

Please be aware that school will automatically charge students who stay late. The School offers each parent/guardian two (2) courtesy warnings (on a family basis, not per child) per school year before deducting applicable fees.

The current rate for **late pickup** is listed below:

**Late pick up after school** – Any student that gets picked up from school after 3:30 pm

Late pickup fee	\$15 a day per student
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The School will collect the fees via EFT (Electronic Fund Transfer), from the parent/guardian bank account that is listed on file with the School. Each parent must sign a pre-authorized withdrawal form, upon registration of their child to the School authorizing the School to charge this additional fee.

### **Resource Fees**

\*All textbooks/books are rented to students and must be returned at the end of the school year or upon withdrawal from a class and/or the school

#### **JK/SK: \$200 – Resource fee includes the following items:**

- Books and workbooks rental fee\*
- Photocopy - handouts
- Classroom materials

#### **Grade 1-8: \$425 – Resource fee includes the following items:**

- Books and workbooks rental fee\*
- Photocopy - handouts
- Classroom materials

#### **Grade 9-12: \$575 – Resource fee includes the following items:**

- Textbook and books rental fee for Semester 1 and Semester 2\*
- Technology fee
- Photocopy- handouts

\*Resource fee section: All fee amounts are per student



### **Frequently Asked Questions (FAQs)**

- 1) **Question: Can I switch from a 10-month payment plan schedule to a 12-month payment plan schedule after I have started paying?**

**Answer:** No. Once you have chosen a payment plan schedule and you have started to make payments, the School will not allow you to make a change.

- 2) **Question: If I have one child in High School and a second child in Elementary School, how come I do not receive a discount on the elementary school child, even though I technically have two children enrolled in the school? Am I not entitled to a sibling discount?**

**Answer:** The short answer is, no. You are not entitled to a sibling discount. The reason is that the three “Schools” (Kindergarten, Elementary and High School) do not offer cross discounts on other grade levels, but only additional sibling discounts within the same grade school.

- 3) **Question: If I enroll my child in the middle of a month, and I have a monthly payment plan, am I obligated to pay for only half the month or the whole month for the first month of enrollment?**

- 4) **Answer:** The School does not prorate monthly fees. If you are on a monthly payment plan and you pay on the 1st of the month, whichever date in the month your child enrolled, the School is entitled to a full months’ worth of tuition and school fees for that first month and all other consecutive months until the end of the date stated in the payment plan chosen.

- 5) **Question: Can I withdraw my child at any time and obtain a refund?**

**Answer:** No. Once tuition fees have been paid, the School **DOES NOT REFUND FEES. The School does not also refund registration fees, capital levy fees, resource fees and all other fees once paid.** However, for tuition fees that have not been paid (i.e. will be payable pursuant to a payment plan), parent(s)/guardian(s) can submit withdrawal notice, in writing, to the School’s finance office, **IN PERSON, 60 DAYS BEFORE THE WITHDRAWAL DATE.** However, all withdrawals will still incur a charge of two (2) months’ tuition fees. If written notice is not provided, two (2) months of tuition fees will be forfeited in lieu of notice. This policy also applies to all withdrawals initiated by the School.

Furthermore, any parent(s)/guardian(s) who withdraw a student after February 28, 2026 will be responsible for the remaining tuition fees and school fees due for the rest of the school year. For



clarity, the two (2) month withdrawal notice will not apply to any withdrawals after February 28, 2026.

**6) Question: Why does the School have a no withdrawal policy after February 28, 2026?**

**Answer:** As a non-profit charity, the School has a set objective of supplying quality education to Muslims in Ottawa at a reasonable price. The School cannot afford the loss of revenue near the end of the school year and the loss of the flexibility of being able to plan and manage class sizes, and the required level of staff needed to fulfill its obligations. The School tries to find a fair and just balance by giving parents the flexibility to withdraw while also protecting the School's own operations; because of this, the School will not allow any parent to withdraw their children after February 28, 2026 and obtain relief from the remaining tuition fees that are owing. A parent can, of course, decide to take their children to another school after February 28, 2026 but they will owe an amount outstanding to the Ottawa Islamic School. Parents should know that it is imperative to plan ahead, respect and follow, as Muslims should, their agreed and signed contracts. Parents who fail to meet the terms and conditions of the Parental Agreement with the School hurt the School's cash flow and operations.

**7) Question: Can I opt out of late pickup fees?**

**Answer:** No. When signing the pre-authorized debit form (which is included in the registration package and must be signed), you are authorizing the School to charge these variable fees as incurred. The only option to make sure that the School does not automatically charge the late pickup fee is to pick up and drop-off your child at the appropriate times.

**8) What is capital levy and why do I have to pay it?**

**Answer:** The capital levy fee is a separate fee charged to parent(s)/guardian(s) for the School's capital items (building, equipment, etc.). When you pay your tuition fee, you are helping cover some of the operating cost of the school (salaries, utilities, paper and other necessary school supplies, janitorial expenses, etc.). The School must maintain the actual building of the school (roof, windows, electrical, plumbing, etc.) and the major equipment that the school building needs to operate (furnace, water heater, boiler, water filtration systems, air conditioners, etc.). The tuition fees and other school fees are simply not enough to address the capital requirements of the School. Therefore, the capital levy is a dedicated revenue source which allows the school to budget and separate funds for the specific purpose of making sure the School building and surroundings are in a state of good repair and offer a safe environment for Muslim youth. The tuition fees alone do not cover the full cost of operating the school.