

Shajara Tayyiba School & Preschool

1421 S Venoy Road, Westland, MI 48186
(734) 455-0255

Financial Policies

The following policies have been approved by Sh. Ali Suleiman (Imam of MCWS).

1. Tuition and Materials Fees

Tuition and Material Fees for the upcoming academic year (August - June) will be due on June 5th of the current academic year prior to the start of school.

- a. Fees must be paid via one of the following options:
 - i. One Lump sum payment of tuition and materials fee upfront by June 5th of the current academic year. **OR**
 - ii. 10 equal monthly payments via ACH collections starting 5th June of the current academic year till 5th March of the following academic year. No payment will be accepted after 5th March of the following academic year. A one time materials fee will be collected via ACH with the first tuition payment. Checks will not be accepted. **OR**
 - iii. 2 equal bi-annual payments via ACH collections. One on 5th June of the current academic year and the other on 5th November of the following academic year. One time materials fee will be collected via ACH with the first tuition payment. Checks will not be accepted.
- b. ACH payments will be set up for the 5th of each month. If that day is a weekend or holiday or any other banking restriction, payments will be collected on the next business day.
- c. Students enrolled after June 5th must complete tuition payments by 5th March of the following year.
- d. Sibling discount on tuition fees only is 10% for each child after the first, in all grades except preschool. There is no sibling discount for preschool.

2. Withdrawal Fees

- a. **After June 5th and Prior to the start of school in August**

Three tenths of annual tuition amount is due upon withdrawal. Extenuating circumstances (only) may be discussed with Administration and will be assessed on a case by case basis.
- b. **Anytime between the start of school in August till the end of March of the following year**

Three tenths of annual tuition amount plus one tenth of annual tuition amount for every month school has been in session is due upon withdrawal.

c. Anytime between April till June of the following year

No fees will be due upon withdrawal.

3. Returned Checks & Returned ACH

Checks and ACH returned by the bank due to insufficient funds, account closed etc, will result in a \$30 service charge and must be replaced within 5 business days of notification by Shajara Tayyiba. Failure to do so will result in a delinquent account which must be cleared immediately. Delinquent account policies will apply.

4. Late Pick Up Fees

Late Fee of \$1per student per minute will apply to any student still at ST after 3:30pm. In Ramadhan late fee will apply after 3:40pm. Parents are responsible for their child's pick up fees regardless of carpool. Late pick up fees will be added to parents' Renweb accounts and are payable before the end of the term.

5. Miscellaneous Fees

Shajara Tayyiba will add miscellaneous fees such as field trip fees, damage to property, hot lunch, latch key program etc. to parents' Renweb accounts. It is the parents' responsibility to check their Renweb accounts frequently and make payment on all outstanding dues before the end of each term.

6. Application, Enrollment and Re-enrollment Fees

Application & Enrollment is fees for new students must be paid online through the online Application process with the completed application to secure a student's spot at ST. Returning students' re-enrollment fees must be paid online using the online Re-enrollment process to secure the student's spot for the next academic year. Registration and Re-enrollment fees are non-refundable.

7. Before School Care During Ramadhan (latch key)

Shajara Tayyiba has a shortened schedule during Ramadhan with school starting at 10:00am and ending at 3:20pm. Parents requiring before school care may opt to enroll in the latch key program. The latch key program has its own fee which will be payable on the first day of the program.

8. Delinquent Accounts

- a. Accounts with any outstanding dues at the end of each term are considered delinquent. Parents will be sent a reminder to make payment on their account before the end of the term.
- b. If payment is not received, or specific arrangements for payment have not been agreed in writing with the Administration, student will not be allowed to continue attending

- school until all fees have been paid in full. Absence during this period is considered unexcused.
- c. All report cards, transcripts, test scores and health records will be withheld until all fees are paid in full. No official school records will be released for any student until all financial obligations have been met.
 - d. All delinquent accounts must be paid in full before student will be allowed to graduate or enroll for next academic year.
9. Shajara Tayyiba reserves the right to change fees policies.