

## **Enrollment and Other Fees**

Check each box to acknowledge you have read and agree to these terms

- Registration Fee of \$ 150.00 per New Student, or \$50 per previous Student is due at the time of registration. If registration is not paid the student may lose his/her seat to new students. Decisions are made based upon availability of seats.
- All previous and past unpaid fees (tuitions, book fees, other fees) must be fully paid before enrollment the next years enrollment can be approved.
- Tuition and Fees posted are accurate as of the academic year listed. International Leadership School reserves the right to adjust tuitions and fees as needed at the beginning of each school year. Items that must be paid as needed and are not included in the tuition cost include. Field Trips, t-shirts, special exam fees, Exam preparation classes, and Student ID badges.

### **Tuition Rates**

KG – 5th grade	
\$6,700.00	

### **Graduation Fees**

These fees are non-refundable.

Grades:	Graduation Fees:
KG	\$40.00

Student Records: ILS School considers the records of all individual students to be confidential information. Student records will be released **ONLY** to other schools or agencies upon receipt of all outstanding fees, dues, and tuition accounts have been paid in full.

The following statements shall apply to all payment plans: (check box)

- The registration fee must be paid by registration to reserve a seat in a classroom. No seats will be reserved without a registration fee and student may lose their seat as new students register and pay the fee.

Students must be picked up by 3:15 PM

If the students are not picked up by 3:30 p.m., they will be put in the after-school care and Parents will be charged \$1 per minute, per student. After-school care requires International Leadership School to hire an employee to supervise the students.

Students left unsupervised by parents, on ILS premises (Parking Lot, Playground, Masjid, etc.) after 4:00 p.m., will be reported to the proper authorities. ILS will not be held responsible after 4:00 p.m., for any incidents that occur due to parental negligence.

I understand that tuition is an annual sum and will pay the full tuition amount according to the payment schedule(s) below: (Please check box that applies)

Students qualifying for The Institute for Quality Education-SGO will receive a \$500 scholarship. The remaining balance of tuition is the responsibility of the parents.

Students qualifying for the IDOE Choice Scholarship voucher will receive a scholarship amount based on income guidelines, household size and Township of residence. The remaining balance of tuition is the responsibility of the parents.

Payments are due on the 7th of every month, starting with the first month of the school year.

## **After School Programs**

If your child is attending any After-School program, then it is the parent's responsibility to pick up the students when the program is finished for the day. Failure to comply with this procedure will result in disenrollment from the program and filing a report with the proper authorities.

## **After-School Activities Late Fee**

I agree if my child is attending an afterschool activity such as tutoring, soccer practice and robotics. I as a parent will pick up my child on time or otherwise agree to pay \$1 per minute late. Parents will also get a warning after the first time and the child will not be able to participate after the third time.

## **Cell Phone Policy**

Students are not allowed to use Cell phones during the school day inside the school building. If the student brings a cell phone, he or she must keep it in their bags. The consequences, if a teacher finds a student using the cell phone, in the hallways, bathrooms or classroom, are as follows:

First time: Cell phone will be taken from student for that day. The parent will be called and requested to come in and pick up the phone. The incident will be recorded as a cell phone behavior policy violation.

Second time: Cell phone will be taken from student for 3 days. The parent can come and pick up the phone on the third day. The incident will be recorded as a cell phone behavior policy violation.

Third time: Cell phone will be taken from the student for 2 weeks. The parent can come and pick up the phone after 2 weeks. The incident will be recorded as a cell phone behavior policy violation.

## **Discipline Policy**

For behavior that requires discipline, intervention plans will be applied according to the International Leadership School Handbook policies (see Web Site):

## **Scheduling a meeting with a Teacher or Administration:**

Parents who need to speak to the administration or Teachers should call the office the day before and schedule an appointment.

## **Uniform Policy:**

See Web Site [www.isoni.org](http://www.isoni.org) for the complete policy.

## **Tardiness and Doctor Appointments:**

Students will be considered tardy if they are not in classes at 8:15 a.m.

4 Tardy equal one Absence.

10 unexcused Absences in a Semester will result in the student not getting credit for the class. This will be reported to the Department of Education, and the student will have to re-attempt the course for credits.

To get an excused absence, the student must submit a note from his/her parent the day before the scheduled Doctor's appointment, and a Doctor's excuse must be provided upon returning to school.

**I understand that upon signing this contract, I agree to follow the policies and procedures of ILS.**

## **Permission Slip for Photo and Filming Your Child**

From time to time we take pictures and/or conduct video recordings during school projects. We would like your permission to use these pictures and video on our class website, in 'thank you' packages, or in emails to parents and or community. We will never reference your child by name or provide any specific information regarding your child. We also will never sell these pictures and videos; we will use them exclusively for ILS International Leadership School.

Please take a moment to let us know your preferences regarding our use of photos and videos of your children:

YES. I grant you permission to use photos and video recordings of my child.

NO. Please do NOT take or use any photos/ video recordings of my child.

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

Parent: \_\_\_\_\_