



Al Manara Academy – Financial Aid Policy

Families who are in a condition of financial hardship and who provide solid proof of such hardships will be qualified to apply for scholarship for their children. Al Manara Academy is limited to how much financial aid it can afford to give in scholarships every year. All applications will be carefully reviewed and compared with each other for the purpose of determining who should be given first priority. The following documents must be included with the completed application, otherwise, the application will not be processed.

1. A copy of your last federal income tax return (1040)
2. Copies of your last 3 pay stubs
3. Copy of unemployment certificate (if applicable)
4. Copies of last 6 months bank statements OR a letter from your bank stating the average balance for the last 6 months
5. Copy of the social security cards for both parents/guardians

Those who are approved to receive financial assistance from Al Manara Academy will be REQUIRED to spend at least two hours every week in the school as a volunteer and must sign an agreement. Those who do not fulfill their financial aid/volunteer agreement will lose their financial assistance and be charged full tuition for the entire school year.

The information you provide for the purpose of Financial Assistance will be kept confidential, and will be used by the School Committee only toward this purpose. Any document you provide will be filed in school, and thus cannot be returned.

*Tuition payments are split into 10 monthly payments, each due on the 20th of the month, beginning in September and ending in June.

*Financial aid only applies to a student's tuition. Book fees (\$300) and registration fees (\$50) do not qualify for financial aid discounts. In the circumstance that the family gives a written request and can prove extreme financial hardship, Al Manara Academy may permit the family to split the book fees into 3 payments due along with the tuition payment during the first 3 months of school.

***FINANCIAL AID IS RESERVED FOR STUDENTS IN GRADES KG AND ABOVE.** This means that we typically don't offer financial aid to pre-school students. On the rare exception where the family gives a written request and can prove extreme financial hardship, one parent must volunteer in the school for 2 full days per week for each pre-school child for which they receive financial aid.

***UNPAID TUITION.** Al Manara Academy depends on families to fulfill their obligation to pay their tuition amounts in full and in a timely manner. Without tuition we cannot pay our teachers and our expenses. If any family falls behind on tuition and has not made a payment IN FULL for a period of 3 months their children will not be allowed to attend classes until that balance is paid. Rare exceptions can only be made to families who give a written letter explaining their situation **and** their plan to catch up on past due tuitions, along with proof of their inability to pay tuition. A \$15 late fee will be charged for tuition paid after the 20th of each month.