



ADMISSION APPLICATION PACKET

AL-RAZI SCHOOL

Burlington, North Carolina

Bismillah ir-Rahman ir-Rahim

Dear Parents and Guardians,

As-salamu alaikum wa rahmatullahi wa barakatuhu,

Thank you for your interest in Al-Razi School. We are honored that you are considering our school for your child's education. Al-Razi School is committed to providing an excellent Islamic and academic education in a nurturing environment that fosters spiritual, intellectual, and social development.

This registration packet contains all the necessary forms and information needed to complete your child's enrollment. Please read through all documents carefully and ensure all forms are completed in full.

Required Documents for Admission:

- Completed Admission Application
- Birth Certificate (copy)
- Immunization Records
- Previous Academic Records (if applicable)
- Signed Tuition Agreement
- Admission Fee Payment

We look forward to welcoming your family to the Al-Razi School community.

Al-Razi School Administration

AL-RAZI SCHOOL ADMISSION OVERVIEW

Al-Razi School welcomes applicants and does not discriminate based on color, race, religion, gender, disability, or national origin.

The applicant is expected to abide by the rules and regulations of the school. Admission is granted subject to fulfillment of certain conditions.

The admission process includes:

- Submission of completed application form
- Payment of non-refundable admission fee
- Evaluation of prior academic records (if applicable)
- Family interview with administration

FEE SCHEDULE 2026-2027

Program	Grade Levels	Annual Tuition	Payment Options
Full-Time School	KG – 2 nd Grade	\$8,000	See below
PreK & Daycare	PreK (5 days/week)	\$9,000	See below

Tuition and Fees are subject to change at any time

Payment Plan Options:

Payment Plan	Due Dates	Amount per Payment
Annual Payment	August 1st	Full tuition (\$250 discount per Child)
Monthly	1st of each month (10 payments)	1/10 of annual tuition

Please note: 3% Credit Card Payment

Additional Fees:

- Registration Fee (non-refundable): \$200
- Books & Educational Material (non-refundable)- \$500/Annually per Student

Late Payment Policy:

- Payments are due by the dates specified above
- Late fee of \$50 applies after 10-day grace period
- Continued non-payment may result in suspension of services

AL-RAZI SCHOOL STUDENT ADMISSION APPLICATION

Date of Application: _____

STUDENT INFORMATION

Student Name: _____
(Last Name) (First Name) (Middle Name)

Nickname (if any): _____ Gender: Male Female

Date of Birth: _____ Age: _____ Grade Applying For: _____

Place of Birth: (City) _____ (State/Country) _____

Social Security #: _____ (optional)

Home Address: _____
City: _____ State: _____ Zip Code: _____

Previous School Attended: _____

Address: _____

Dates Attended: From // ____ To // ____

Reason for Leaving: _____

LANGUAGE INFORMATION

Student's First Language: _____

Language(s) Spoken at Home: _____

Does student speak English fluently? Yes No

Does student read/write in English? Yes No

Does student need English language support? Yes No

AL-RAZI SCHOOL PARENT/GUARDIAN INFORMATION

FATHER/GUARDIAN 1

Full Name: _____

Relationship to Student: _____

Date of Birth: _____ **Place of Birth:** _____

Occupation: _____ **Employer:** _____

Work Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Work Phone: () _____ **Cell Phone:** () _____

Home Phone: () _____ **Email:** _____

Highest Education Level: _____

Languages Spoken: English Arabic Other: _____

MOTHER/GUARDIAN 2

Full Name: _____

Relationship to Student: _____

Date of Birth: _____ **Place of Birth:** _____

Occupation: _____ **Employer:** _____

Work Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Work Phone: () _____ **Cell Phone:** () _____

Home Phone: () _____ **Email:** _____

Highest Education Level: _____

Languages Spoken: English Arabic Other: _____

Preferred Method of Communication: Email Phone Text

Primary Contact Person: Father/Guardian 1 Mother/Guardian 2

AL-RAZI SCHOOL EMERGENCY & MEDICAL INFORMATION

EMERGENCY CONTACTS (Other than parents)

Emergency Contact 1:

Name: _____ Relationship: _____

Phone: () _____ Alt. Phone: () _____

Address: _____

Emergency Contact 2:

Name: _____ Relationship: _____

Phone: () _____ Alt. Phone: () _____

Address: _____

Authorized Pick-up List (List all individuals authorized to pick up your child)

1. _____ Relationship: _____
2. _____ Relationship: _____
3. _____ Relationship: _____

MEDICAL INFORMATION

Physician Name: _____

Physician Phone: (____) _____ **Clinic/Hospital:** _____

Health Insurance Provider: _____

Policy Number: _____

Does your child have any of the following?

Asthma Heart Disease Epilepsy Diabetes ADHD/ADD

Allergies (specify): _____

Other Medical Conditions: _____

Current Medications: _____

Dietary Restrictions: _____

In case of emergency, I authorize Al-Razi School to:

Administer basic first aid

Contact emergency medical services

Transport my child to nearest medical facility if necessary

Parent/Guardian Signature: _____ Date: _____

AL-RAZI SCHOOL TUITION AGREEMENT & CONTRACT

This agreement becomes a binding contract upon acceptance of the student's application by Al-Razi School Administration.

Student Name: _____ **Grade:** _____ **School Year:** 20__-20__

I/We, the parent(s)/guardian(s), understand and agree to the following:

1. Tuition and Fees:

- I agree to pay the full tuition amount of \$_____ for the academic year
- I understand that tuition is non-refundable after the first week of school
- I have selected the following payment plan: Annual Semi-Annual Quarterly Monthly

2. Financial Responsibility:

- I understand that I am financially responsible for the full year's tuition regardless of withdrawal
- I agree to pay all fees on time according to the selected payment plan
- I understand a \$50 late fee will be applied for payments received after the grace period

3. Academic Policies:

- I will ensure my child attends school regularly and on time
- I understand excessive absences may result in academic probation or dismissal
- I will support the school's Islamic values and academic standards

4. Code of Conduct:

- My child will follow all school rules and Islamic etiquette
- I understand that serious or repeated violations may result in suspension or expulsion
- I will cooperate with school administration regarding disciplinary matters

5. Textbooks and Supplies:

- I understand that I am responsible for purchasing required textbooks and supplies
- I agree to replace any school property damaged by my child

Parent/Guardian 1 Signature: _____ **Date:** _____

Parent/Guardian 2 Signature: _____ **Date:** _____

AL-RAZI SCHOOL CONSENT FORMS & AUTHORIZATIONS

Student Name: _____ **Grade:** _____

PHOTO/VIDEO CONSENT

I give consent / do not give consent for my child to be photographed or videotaped for:

- School yearbook
- School website and social media
- School promotional materials
- Classroom activities and projects

FIELD TRIP PERMISSION

I give permission / do not give permission for my child to participate in school-sponsored field trips with proper supervision and transportation.

TECHNOLOGY USE AGREEMENT

I understand that my child may use school technology resources for educational purposes and agree to the school's technology use policy.

I have read and agree to the Technology Use Policy

ISLAMIC STUDIES PARTICIPATION

I understand that Islamic Studies, Quran, and Arabic are core components of the Al-Razi School curriculum and my child is required to participate in these classes and related activities including daily prayers.

I agree to my child's participation in all Islamic activities

HEALTH SCREENING CONSENT

I give consent / do not give consent for my child to participate in routine health screenings (vision, hearing) conducted at school.

COMMUNICATION PREFERENCES

Please send school communications via:

Email Text Messages WhatsApp Printed copies

Parent/Guardian Signature: _____ **Date:** _____

AL-RAZI SCHOOL POLICIES ACKNOWLEDGMENT

Please initial next to each policy to indicate you have read and understood:

_____ **Attendance Policy:** Students must maintain 90% attendance. Excessive absences may result in retention or dismissal.

_____ **Uniform Policy:** Students must wear the prescribed school uniform daily. Uniform requirements will be provided upon enrollment.

_____ **Homework Policy:** Students are expected to complete all homework assignments. Parents should provide a suitable study environment.

_____ **Discipline Policy:** Al-Razi School uses positive behavior support. Serious infractions will be handled according to the disciplinary procedures outlined in the Parent Handbook.

_____ **Drop-off/Pick-up Policy:** Students may be dropped off no earlier than 7:30 AM and must be picked up by 3:30 PM (Full-Time) or 6:00 PM (Daycare).

_____ **Health Policy:** Sick children must stay home. Students with fever, vomiting, or contagious conditions will be sent home.

_____ **Communication Policy:** Teachers and administration will maintain regular communication with parents regarding student progress.

_____ **Islamic Environment:** All students are expected to participate in daily prayers and maintain Islamic etiquette.

_____ **Parent Involvement:** Parents are encouraged to volunteer and participate in school activities and events.

_____ **Grievance Policy:** Concerns should first be addressed with the teacher, then administration if necessary.

I acknowledge that I have read and understood all school policies. I agree to support and enforce these policies with my child.

Parent/Guardian 1 Signature: _____ **Date:** _____

Parent/Guardian 2 Signature: _____ **Date:** _____

AL-RAZI SCHOOL ADMISSION CHECKLIST

Student Name: _____ **Grade Applying For:** _____

Please ensure all items are submitted with your application:

Required Documents

- Completed Admission Application (Pages 3-4)
- Parent/Guardian Information Forms (Page 4)
- Emergency & Medical Information (Page 5)
- Signed Tuition Agreement (Page 6)
- Signed Consent Forms (Page 7)
- School Policies Acknowledgment (Page 8)
- Copy of Birth Certificate
- Copy of Immunization Records
- Copy of Social Security Card (optional)
- Previous School Records/Report Cards (if applicable)
- Custody Documents (if applicable)

Required Fees

- Registration Fee: \$200 (non-refundable)
- First Tuition Payment (amount depends on payment plan selected)
- Books & Educational Material Fee: \$500 (non-refundable)

Additional Requirements for PreK/Daycare

- Toilet Training Confirmation (for PreK)
- Emergency Medical Form
- Food Allergy Action Plan (if applicable)

Office Use Only

Application Received: // _____

Registration Fee Received: Cash Check # _____ Credit Card

Books & Educational Material Fee Received: Cash Check # _____ Credit Card

Documents Complete: Yes No Missing: _____

Admission Decision: Accepted Waitlist Denied

Interview Scheduled: // _____
Start Date: // _____

Reviewed by: _____ Date: _____

AL-RAZI SCHOOL IMPORTANT INFORMATION

School Hours

Full-Time School (KG-2nd Grade):

Monday - Friday: 8:00 AM - 3:00 PM

PreK & Daycare:

Monday - Friday: 7:30 AM - 6:00 PM

(No weekend services)

School Calendar

The school follows a traditional academic calendar with breaks for:

- Islamic holidays (Eid al-Fitr, Eid al-Adha)
- Winter Break
- Spring Break
- Professional Development Days

A detailed calendar will be provided upon enrollment.

Uniform Information

Uniform requirements will be provided upon acceptance. All students must wear:

- School-approved uniform:
 - Long Sleeve Dark Green Collared Shirt
 - Beige Pants
 - No Shorts, Skinny Jeans, Leggings
- Closed-toe shoes
- Modest clothing in accordance with Islamic guidelines

Contact Information

Al-Razi School

1908 S. Mebane St
Burlington, NC 27215

Phone: 919-998-9078

Email: info@alrazischool.org

Website: www.alrazischool.org

Office Hours: Monday-Friday, 7:30 AM - 4:30 PM

Thank you for choosing Al-Razi School for your child's education!