



Islamic School of Irving

Today's Learners Tomorrow's Leaders



As Salaamu Alaikum wa Rahmatu Allahi wa Barakaatuhu Dear Parents,

As we all continue to navigate through the unique and evolving challenges resulting from the COVID-19 pandemic, we want you to know that the entire ISI Board and administrative team is here for you.

In order to make tuition payments easier, ISI is offering payment deferral for up to 120 days for the families affected by COVID-19. Parents who are unable to pay the monthly tuition in full, may now contact the ISI Finance Office and request payment plans for the remaining tuition balance on their account.

Please note that we are currently unable to offer any tuition waivers or discounts to our families. Being a non-profit school, ISI relies on the tuition fee to meet its monthly operating cost and payroll expenses. All of the enrolled families are obligated to pay the full annual tuition amount to ISI, even in the event of an early withdrawal.

We know many of our families are under stress and some of you are facing significant hardship. We are working to find ways to meet your needs and will draw on our technology and any available resources to make a difference for you. Our entire administrative team and teaching staff are working round the clock to make the online learning experience fun and easy for our students. However, if you still feel you need further assistance, please feel free to reach out to our administrative team for support and feedback.

Please note that for any families wanting to withdraw their children from ISI before May 20th, 2020, the following applies:

- ISI charges annual tuition for each enrolled student. This annual tuition may be split into multiple installments, to make it convenient for the parents to pay. In the event of any student withdrawing before the last day of school, the annual tuition still needs to be paid in full before the withdrawal process can be completed.
- Any family withdrawing before the last day of school will no longer have access to our online services including RenWeb, school email accounts and learning subscriptions.
- Once withdrawn, the student will be removed from their teachers' rosters and will no longer have access to any of the Online Instructions.
- The withdrawal process will not be completed unless all textbooks and materials supplied by the school have been returned to our office.
- Registration & RBM fee for next year: These fees are non-refundable. However, for any families withdrawing their children due to financial distress resulting from the COVID-19 outbreak, the re-enrollment fee will be carried over to the next year. If so, then this will guarantee them their spots for 2020-2021 year without having to pay the enrollment fees again. However, the annual tuition for the current year must be paid in full by July 31st for this to apply.

Our Admin Staff and teachers will always be available to respond to any calls or emails and provide help in any way possible. We pray that Allah (subhanahu wa ta'ala) protect our school, families and all our communities, Ameen.

Sincerely,
ISI Administration

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www.islamicchoolofirving.org

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