

Bismillahir Rahmanir Rahim

“In the name of Allah, the Beneficent, the Merciful.”

PAST DUE TUITION POLICY

Dear WIA Parents & Guardians,

Please read the following information. The Past Due Tuition Policy will be effective for the new school year of 2007- 2008.

Due Date: The 1st day of each month in session (September through June). If we are not in session (there is no school) on the 1st day of each month, tuition is due on the first day we begin attending during that month.

Grace Period: A grace period will be granted until the close of the 3rd business day after the due date. We will send a written notice for a late fee at this time. You will be granted a five business day extension with that notice, within which your account must be brought current.

Late Fee: If payment has not been received by the close of the 3rd business day (Grace Period), a \$25.00 late fee will be charged to your account. If you do not pay the fee even after the 5th of the month, the penalty will be **\$50**.

Extension: We grant a ten (10) business day extension with the written notice. If you have not paid before close of business on the 10th day of the extension, your students will be automatically **withdrawn** from school.

Automatic Withdrawal: If your child is withdrawn from school, he/she will be placed at the end of any waiting list for the class. Your account is immediately due in full. As agreed to in the Financial Agreement, which is a contractual obligation on your part, no reductions in the tuition will be made for non-attendance.

Collections: Accounts remaining unpaid will be sent to a collection agency.

All parents are required to sign an understanding of this policy

Thank You,

Washington Islamic Academy

Student's Name _____ Grade _____

Parent's Signature _____ Date _____