



## Tooba Academy Enrollment process

Dear Parent,

Congratulations on having joined many parents who have placed their trust in Tooba Academy. We would like to express our thanks for continuing to trust us with your child's education. We sincerely hope that we have added a significant value to your child's education journey. Thank you for your continued involvement and appreciation for our efforts and we hope you will extend this journey further.

### **Securing your child's place for the academic year 2023-2024**

If your child is going to continue with us in the academic year 2023-2024 In Shaa Allah, the following Re-enrollment procedure must be completed on their behalf before **August 15th, 2023**

The Re-enrollment process is essential in order to ensure a place for your child for the upcoming school year. Re-enrollment is **required** for **every** enrolled student in order to let the school know that your child will return for the next academic school year. This is to help school management to strategically plan for student demographics for the next academic year.

### **How do I re-Enroll my child(ren)?**

1. Fill the following re-enrollment form and email to [admin@toobaacademy.com](mailto:admin@toobaacademy.com)
2. Submit payment of the Re-enrollment fee
  - a. If payment is via Card/ACH Recurring payment no further action is required after completing the form
  - b. The Re-enrollment can be paid as a one time payment as as installments over the 9 school year month with according to the following chart

<b>Child number</b>	<b>One Time Payment</b>	<b>Monthly Installments</b>	<b>Duration of Installments</b>
First child	\$630	\$70	9 Month
Second child	\$450	\$50	9 Month
Third - Tenth child	\$270	\$30	9 Month

**What happens if I do not Re-enroll my child by the deadline August 15th, 2023?** If you have not re-Enrolled your child(ren) by the deadline August 15th, 2023 by filling and submitting the Re-enrollment form and confirmation of payment, we reserve the right to offer your child(ren)'s place(s) to external applicants.



### Almadina Academy Re-enrollment Form

Child number	One Time Payment	Monthly Installments	Duration of Installments
First child	\$630	\$70	9 Month
Second child	\$450	\$50	9 Month
Third - Tenth child	\$270	\$30	9 Month

Student's First and Last Name	Grade attending in the 2023-2024 school year	Please indicate if the payment will be a one-time payment, or through installments

**Please indicate payment method**

**Cash Check Card**

Name on card	Card Number
Expiration Date	Security code (CVV)
Billing Address and Zip Code	

