



MUNEER ACADEMY
"INSTITUTE OF ENLIGHTENMENT"
11200 EAST ELEVEN MILE ROAD
WARREN, MI 48089
586.999.9581
MUNEERACADEMY.ORG

Financial Policy for Muneer Academy

PLEASE KEEP A COPY FOR YOUR RECORDS

As we embark on a new academic year at Muneer Academy, we wanted to take this opportunity to update you on our fee policy to ensure a smooth and transparent understanding of our financial arrangements.

REGISTRATION FEES: As part of our admission process, a one-time registration fee of \$450.00 is required for each family before confirming enrollment at Muneer Academy. Please note that registration fees are non-refundable and non-transferable. If a student withdraws and later reapplies to Muneer Academy, a new registration fee will be applicable.

MONTHLY TUITION PAYMENTS: Tuition fees are due on either the 1st or 10th of each month, covering a period of 12 months. Regardless of extended breaks or holidays, tuition fees are paid for the entire academic year. We believe this approach allows for better financial planning and consistency in the educational experience for all our students.

YEARLY BOOK FEES: On the 19th of August every year, book fees of \$100 are due to all enrolled students. For new enrollments, book fees will be processed along with the registration fees. However, please be aware that individual teachers may occasionally request additional books that may not be covered by the yearly book fees.

LATE OR OUTSTANDING PAYMENTS: Maintaining timely payments is crucial to the smooth functioning of the academy and to support the educational experience of your child. Failure to adhere to the agreed-upon financial arrangement may result in a review of the student's admission status. Additionally, delinquent accounts will delay processing student files and reports. To ensure a seamless experience for your child, please ensure that all accounts are in good standing before the beginning of each semester.

A FEE OF \$10.00 WILL BE APPLIED FOR EVERY RECHARGE PAYMENT.

TUITION AND FEES: If a student is withdrawn during the semester, the commitment for the entire semester's tuition and fees will be due in full, regardless of the circumstances leading to the withdrawal (including personal decisions or disciplinary actions resulting in expulsion). We want to emphasize that the operating cost of the school heavily relies on the commitments made by each family to attend Muneer Academy. This policy ensures that we can continue to provide the high-quality education and support that our students deserve.

WITHDRAWALS: We understand that circumstances may arise where a family might need to withdraw their child from Muneer Academy. If such a situation occurs, we kindly request that you notify the main office of the academy as soon as possible. Timely communication allows us to make necessary adjustments and ensure a smooth transition for the student.



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FINANCIAL OBLIGATIONS: Please be aware that any outstanding balances at the time of withdrawal must also be settled. We kindly request your cooperation in fulfilling all financial obligations to Muneer Academy. The timely clearance of dues enables us to maintain the smooth functioning of the school and supports the continuity of the educational experience for other students.

STUDENT FILES AND RECORDS: To maintain an efficient record-keeping process, we must place student files and records on hold if there are any outstanding financial obligations. These records will not be sent to other schools or institutions until the financial status is in good standing. We encourage you to ensure all accounts are settled before requesting transfers or sending records to other educational institutions.

OPEN COMMUNICATION: At Muneer Academy, we understand that life can be unpredictable, and we are here to support you through any challenges that may arise. If you are facing financial difficulties or have concerns about meeting your payment obligations, we encourage you to reach out to our administration office. Open communication allows us to work together and find possible solutions to support your child's education.

We understand that financial planning can be a concern for families, and we are committed to assisting you in any way we can. If you are facing difficulties or have any questions regarding the fee structure or payment schedule, please don't hesitate to contact our administration office. We will do our best to work with you and find a suitable solution.

RESPONSIBILITY FOR PAYMENT OF TUITION AND FEES: We want to emphasize that the Financial Agreement with Muneer Academy is reviewed annually. As parents or legal guardians, you accept full responsibility for timely payment of tuition, registration fees, book fees, and any other miscellaneous fees as per the established payment schedules of Muneer Academy.