

ADMISSION POLICY 2025-2026

Al-Amal Academy

The Pen & Paper Foundation is committed to the responsible management of its finances. To sustain the foundation's operations effectively, the policy outlined below addresses the fee, payment methods, deadlines and withdrawal terms. We appreciate your cooperation in ensuring timely payments, which are critical to meeting the foundation's financial obligations.

Foundation Fees for the Academic Year 2025-2026

Academic Year	Kindergarten (Half-day)	Grades 1 - 9
2025-2026	\$2,675/-	\$3,400/-

Current Students:

- **Re-registration Period:**

- Opens: 6th January 2025 | Closes: 13th February 2025

- **Fee Status:**

- To re-register, any outstanding fee or dues must be cleared by 27th December 2024. Outstanding dues beyond this date may jeopardize re-registration.
- Additionally, the school must confirm that there are no pending charges for each student.

New Sibling Registration:

- **Registration Period:**

- Opens: 14th February 2025 | Closes: 21st February 2025

New/Future Students:

- **Registration Period:**

- Opens: 24th February 2025 | Closes: 5th September 2025 (First come first served)

Payment Structure:

- **Foundation Fee:**

- Registration Fee for new admission is \$150/- per student (non-refundable).
- A 25% non-refundable deposit is required upon registration to secure a student's place.
- 4 instalments for the remaining fee i.e., 75%: The payment will take place on May 10, July 10, September 10 and December 10.
- Administration Fee is \$100/- per student (non-refundable, applicable to installment plan).
- Any admission on or after May 10, require the payment of all accumulated Instalment amounts.

Discounts:

- **Current Students:**

- 7% on foundation fee if paid in full (100%) by 13th February 2025.
- 3% on the remaining foundation fee (75%) if paid by 26th June 2025.

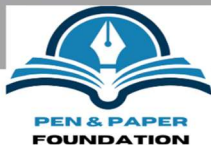
- **New Students:**

- 7% on foundation fee if paid in full (100%) at the time of admission.
- 3% on the remaining foundation fee (75%) if paid by 26th June 2025.

- **Sibling and Staff:**

- 10% on foundation fee (excludes registration/administration fees),

- None of the discounts can be combined except for the 100% i.e., full foundation fee payment.



Payment Methods:

- Debit or Credit Card (Visa/Master, with a 2% service fee for credit cards).
- E-Transfer: send payments to payments@pnpfoundation.ca by providing student name and grade in the message box.
- Cheque: Payable to Pen & Paper Foundation by providing student name and grade in the memo.
- Cash: Acceptance is only for full payments and the registration fee at the time of registration.
- **E-Transfer, Cheque and Cash options are only accepted for the registration fee and/or full payments at the time of registration.**
- **Preauthorized:**
 - All parents are advised to ensure they have the necessary information ready for pre-authorization, either via Debit PAD or Credit Card, without exception. This does not apply to those who choose to pay 100% of the fees at the time of admission. A PAD form is attached with the policy for your convenience. The Foundation requires pre-authorization to collect any applicable fees or dues for the calendar year 2025.

NSF Fee and Penalties

- An NSF fee of \$45/- will be charged on every pre-authorized withdrawal if it's dishonoured. The foundation will send such dishonoring transaction information soon upon receipt from its financial institution. That NSF will be added onto the instalment amount due accordingly.
- The foundation reserves the right to charge delayed and/or late payment charge up to 10% on unpaid instalment(s) at the withdrawal attempt of such dishonoured transaction(s).
- Failing adherence to payment schedule will entail the consequences like the case referral to the collection agency services etc., for recovery purposes.

Refund(s):

- Before 5th September: The registration, administration, and 25% of the foundation fee are non-refundable.
- Any withdrawal before 5th September 2025 will result in a refund of the remaining paid foundation fee.
- On or after 8th September 2025: No refunds will be issued under any circumstances.

Conclusion:

- The foundation depends on your timely payments to operate effectively. Please review this policy thoroughly and ensure compliance with deadlines. Your support allows us to sustain the quality education and environment your child(ren) deserve.
- For further inquires, contact the Pen & Paper Foundation office via info@pnpfoundation.ca.

The foundation is a registered non-profit but is not yet recognized as a charitable organization (application in process).