Ottawa Islamic School

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Textbooks, Uniform, and school fee terms and conditions

- The following terms and conditions apply to the rental of the textbooks and bought uniform from the Ottawa Islamic School.
- Textbooks and uniforms can only be purchased with cash or debit.
- Textbook rentals and uniform purchases are non-refundable.
- Textbook rentals can only be exchanged within three days of purchase.
- Uniforms can only be exchanged within three days of purchase if not used.
- In order to rent out textbooks, all textbooks from the previous year must be returned or paid for.
- Textbooks rented should be returned to the finance office as follows:
    1. Elementary (Grade 1 to Grade 8) returned before June 25th (or upon withdrawal)
    2. High School (Grade 9 to Grade 12)
    3. On Exam days per Semester
    4. Students who do not return textbooks as scheduled above will not be allowed to write exams and receive transcripts or report cards unless full payment of the textbook is received.

School fee Rules and Regulations

- School fees are payable by cash, debit, or direct withdrawal (Direct Debit)
- School fees are due on;

  Option A

  Pay regularly on the **20th** of each month (Starting Aug 20th to May 20th)

  Option B

  Pay regularly on the **1st** of each month (Starting Sept 1st to June 1st)
- All parents are required to provide a void cheque and fill out a pre-authorization form for direct withdrawal.
- Parents who do not pay cash or debit before the due date, Direct withdrawal will be processed as scheduled.
- Cheques returned for **NON** Sufficient Funds (**NSF**) will be subjected to an administration fee of $25 Dollars.
- Default school fee payments will result in instantly stopping the students from attending classes until all fees are fully paid.
- Withdrawal forms must be filled out in the finance office 30 days prior to withdrawal.
- Full tuition fees for the month apply if the 30 days notice is not given to the school.
- Re-registration: Students who withdraw and return in the same school year can re-enroll upon paying the tuition fees for the months skipped unless proof of attendance at another Canadian school is provided for the same period of absence.