



NORTH AMERICAN ISLAMIC ACADEMY

Tuition Fees, Payment Plans, Refunds & Withdrawal Policy

ACADEMIC YEAR 2026-2027

Reception to Grade 6 | Live Class and Self-Paced Options

All fees are stated in United States dollars (USD).

This policy forms part of the student enrolment agreement.

Nurturing Faith. Building Futures. Empowering Generations.



1. Overview

North American Islamic Academy provides a faith-centred online Academic Stream for students from Reception through Grade 6.

Families may choose Live Class learning or Self-Paced learning and may select an annual payment, two-term payment, or twelve-payment monthly plan.

All tuition fees are stated in United States dollars. Local currency conversions may be provided on request; however, the invoiced USD amount remains the governing amount.

Scope of fees: The fees in this document apply to the core Academic Stream, Arabic and Islamic Studies. Optional programs such as Qur'an, CodingSmart, specialist courses, books, shipping, or external platform charges may carry separate fees unless expressly included in the enrolment offer.

2. Tuition Fee Structure

Grade	Learning Option	Annual	Termly (2 Payments)	Monthly x 12
Reception (Age 4-5)	Live Class	\$1,099	\$550 + \$549	\$105
Reception (Age 4-5)	Self-Paced	\$799	\$400 + \$399	\$80
Grades 1-2 (Age 6-8)	Live Class	\$1,599	\$800 + \$799	\$146
Grades 1-2 (Age 6-8)	Self-Paced	\$1,049	\$525 + \$524	\$100
Grades 3-4 (Age 8-10)	Live Class	\$1,699	\$850 + \$849	\$155
Grades 3-4 (Age 8-10)	Self-Paced	\$1,099	\$550 + \$549	\$105
Grades 5-6 (Age 10-12)	Live Class	\$1,849	\$925 + \$924	\$167
Grades 5-6 (Age 10-12)	Self-Paced	\$1,199	\$600 + \$599	\$113

Termly note: Where the annual fee is an odd number, the first term payment is one dollar higher than the second term payment.

3. Payment Options

Annual Payment

The full annual tuition fee is paid in one payment according to the date stated on the enrolment invoice. The annual option represents the Academy's lowest overall tuition rate.

Termly Payment

The annual tuition fee is divided into two payments. The first payment is due before the beginning of Term 1, and the second payment is due before the beginning of Term 2.

Monthly Payment Plan

The monthly plan consists of 12 scheduled monthly payments. It is a method of paying annual tuition in instalments and is not a casual month-to-month programme. The total paid under the monthly plan is slightly higher than the annual and termly options because of the extended payment arrangement. Monthly payments remain due according to the Academy's payment schedule unless a withdrawal has been formally approved under this policy. An approved withdrawal at the end of Term 1 cancels future Term 2 obligations as set out in Section 7.

4. Application Fee

A \$50 USD application fee is required for each new student when the application form is submitted.

The application fee covers application processing, review of submitted information, the parent-child admissions meeting, the student readiness conversation, and preliminary placement and enrolment administration.

The application fee will be refunded where enrolment is not completed after the parent-child admissions meeting and readiness conversation, or where the Academy is unable to offer an appropriate placement. Once the family accepts the offered placement and enrolment is formally confirmed, the application fee becomes non-refundable.

Application fee requests: Questions or refund requests relating to the application fee must be sent to admin@naislamicsschool.com.

5. Withdrawal Before Classes Begin

A family may cancel enrolment before the student's first scheduled day of classes by submitting a written withdrawal request.

- Tuition already paid will be refunded.
- The application fee will be handled according to the application-fee policy.
- Any separately purchased books, shipped materials, activated third-party licences, transaction charges, or other costs already incurred may be deducted from the refund.

6. Withdrawal After Classes Begin

Once classes, digital access, or programme delivery have begun, tuition for the current term becomes non-refundable. This reflects the Academy's advance commitments for teacher scheduling, class placement, group-size planning, curriculum preparation, learning-platform access, administrative support, and digital or physical learning materials.

A family withdrawing during a term remains responsible for the published tuition amount for that term. For families using the monthly plan, payments already made will be credited towards the current term's tuition, and any remaining balance required to complete the current term's tuition must be paid.

7. Withdrawal at the End of Term 1

A family that does not wish to continue into Term 2 must provide formal written notice before the commencement of Term 2.

- The family remains responsible for the full Term 1 tuition.
- Tuition already prepaid for Term 2 will be refunded.
- A Term 2 payment that has not yet become due will be cancelled.
- Monthly-plan families must settle any remaining balance required to complete the Term 1 tuition amount.
- Future monthly payments relating to Term 2 will then be cancelled.

8. Withdrawal During Term 2

Once Term 2 has begun, Term 2 tuition becomes non-refundable. Families remain responsible for any unpaid balance relating to Term 2, and monthly payments continue until the Term 2 tuition obligation has been completed.

An early departure, extended absence, non-attendance, or failure to complete coursework does not automatically reduce the tuition obligation.

9. Self-Paced Programme Refunds

For Self-Paced enrolment, a term is considered to have begun when any of the following occurs:

- The student receives access to the learning platform.
- Course materials are released.
- Digital accounts or licences are activated.
- Curriculum documents or learning resources are delivered.

Once access or materials for a term have been provided, the tuition for that term is non-refundable.

10. Written Withdrawal Notice

Required email: All withdrawal requests must be submitted to admin@naislamicschool.com.

The withdrawal email should include:

- Student's full name and student ID, if available.
- Grade level and learning option.
- Requested withdrawal date and reason for withdrawal.
- Parent or guardian's full name and contact information.

A withdrawal becomes effective only after the Academy receives and acknowledges the written request. Verbal conversations, WhatsApp messages, non-attendance, failure to log in, discontinuation of coursework, or informal communication with a teacher do not constitute formal withdrawal. Tuition obligations remain in effect until the formal written withdrawal has been processed.

11. Academy-Initiated Withdrawal

The Academy may withdraw a student for reasons including prolonged unexplained inactivity, serious or repeated behavioural concerns, violation of online-safety or conduct policies, failure to participate in the programme, persistent non-payment, or conduct that compromises the safety or learning of others.

Where the Academy withdraws a student because of inactivity, misconduct, non-payment, or policy violations, tuition for the current term remains non-refundable, outstanding current-term amounts remain payable, and future-term tuition will normally be cancelled unless already incurred.

Where the Academy is unable to continue delivering a programme for operational reasons, unused tuition will be refunded or credited appropriately.

12. Absence and Non-Participation

Tuition is not reduced because of student absence, family travel, illness of limited duration, failure to attend live classes, failure to access the Self-Paced programme, failure to submit assignments, temporary internet or device problems, or partial completion of coursework.

Families experiencing serious or exceptional circumstances should contact the Academy promptly. Any compassionate adjustment will be considered individually and remains at the Academy's discretion.

13. Outstanding Payments

All outstanding tuition and other approved charges must be settled before:

- Final report cards are released.
- Official letters or academic records are issued.
- A student is re-enrolled.
- A student is transferred into another Academy programme.

The Academy may temporarily suspend access to classes, platforms, or school services where payments remain overdue after appropriate notice.

14. Report Cards Following Withdrawal

A student withdrawing before the end of a term may not receive a formal term report card if there is insufficient assessment evidence.

Where sufficient work has been completed, the Academy may issue a progress summary, interim report, withdrawal record, or term report card at the Academy's discretion. All outstanding financial obligations must first be settled.

15. Re-enrolment After Withdrawal

A student withdrawn at the family's request may apply to re-enrol at the beginning of a future term, subject to available places, settlement of outstanding balances, updated application information, an admissions or placement meeting, academic readiness, and approval by the Academy.

A student withdrawn by the Academy for academic, behavioural, inactivity, safety, or payment-related reasons may re-enrol only with the approval of the Principal or the Principal's designee. The Academy reserves the right to decline re-enrolment where readmission is not considered appropriate.



16. Refund Processing

Approved refunds will normally be returned through the original payment method where reasonably possible.

The Academy is not responsible for bank processing delays, card-processor delays, currency-exchange differences, charges imposed by the family's bank, or international-transfer costs. Any non-refundable processing fees charged by an external payment provider may be deducted from the refund.

17. Contact and Support

For applications, enrolment, tuition, billing, refunds, withdrawals, re-enrolment, technical support, or general enquiries:

Email	admin@naislamicschool.com
Website	www.naislamicacademy.com

18. Policy Acknowledgement

This policy forms part of the student's enrolment agreement. By completing enrolment or making a tuition payment, the parent or guardian confirms that they have reviewed and accepted the tuition, payment, refund, and withdrawal conditions for the 2026-2027 academic year.

The Academy may revise its fees and policies for future academic years. Any revision will be communicated to families before re-enrolment.

Important: Families should retain this policy for reference throughout the academic year and contact the Academy promptly whenever circumstances may affect enrolment or payment obligations.

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