### The Darul Uloom of Atlanta

[A Unit of Al-Farooq Masjid of Atlanta]

442 14th Street NW, Atlanta, Georgia. 30318. | Tel: 678-886-3457 – 404-874-7521 | www.alfarooqmasjid.org

Admission Packet / Application / Admission Rules / Tuition & Withdrawal Policy / Required Documents / Declaration

# Admission Packet 2024-2025

#### SN Check Item Page List Picture Identification Form 3 1. 2. New Admission Application 5 6 3. Care / Guardianship Authorization Form 4. Tuition For Academic Year - 2022-2023 7 7 5. Sibling Policy Tuition/Payments & Withdrawal Policy 8 6. 7. Payment Options & Policy 8 8. Arrival/Dismissal Schedule 9 10 Arrival & Dismissal Procedure 9. 10. Photograph Consent & Uniform Policy 11 11. Medical Information and Consent Form 12 12. Students' Code of Conduct 13 Code of Conduct + Boarding & Food 14 13. Code Of Conduct for Class / Dormitory 15 14. 15. **Online Home-Schooling & Computer** 16 Lab 17 Programs, Courses, Required 16. Documents for Admission, & Admission Rules 17. **Discipline Policy & Consequences** 18 19-20 18. Important dates and declaration

#### Note:

Please read the entire Admission packet carefully and put a checkmark against each item mentioned above in the packet.



### Key Features

- 1. Qaidah/Tajweed/Qira'ah
- 2. Nazrah-Qur'an Reading
- 3. Quality Tahfeez-ul-Qur'an
- 4. Qur'an Revision
- 5. Arabic Language
- 6. Islamic Studies
- 7. Pre-Alim (Intro-Alim)
- 8. Alim (Arabic/Islamic Studies)
- 9. Academic Education
- 10. Practical/Ritual/Akhlaq
- 11. Tests/Competitions
- 12. Qualified Teachers & Instructors
- 13. Established Computer Lab
- 14. Beautiful Boarding System
- 15. Daily Sports
- 16. Food Facility

1

17. Extra-Curricular Activities

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#### Instructions to fill out and submit the application:

- Pick up the application from the Darul Uloom office or download it from the Al-Faroog Masjid website
- Print out.
- Read the entire packet to yourself and to the applicant, especially K-12 (online homeschooling) information
- Fill it in blue or black
- Sign all the required pages
- Attach all required documents
- And submit in person or by mail to: •

(Mufti) Muhammad Sajid Darul Uloom of Atlanta Al-Farooq Masjid of Atlanta

442 14<sup>th</sup> Street NW, Atlanta, Georgia 30318

For more details, please contact: (Mufti) Muhammad Sajid Imam Al-Farooq Masjid of Atlanta 678-886-3457 muhammadsajid@alfarooqmasjid.org



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Picture le	dentification Form	
Student's Name: Date of Birth: Height: Color:		Current Photo
Home Phone:	Email:	
Mother's Name: Phone: Home Address: Local Guardian's Name (in Georgia): Phone: Home Address:	Email:	
	(3)	



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Admission Packet / Application	Admission Rules / Tuition &	Withdrawal Policy	/ Required Documents / Declaration				
Date:	New Admission A	Application	Ref. No:				
Programs: • Noorani Qaidah • Islamic Studies • Boarding	• Tajweed • Arabic Language • Sports	• Nazrah • Pre-Alim	<ul> <li>Hifz</li> <li>Revision</li> <li>Alim</li> <li>Online Homeschooling</li> </ul>				
Applicant: First Name:	Middle Name:		Last Name:				
Date of Birth:/ Age:	Place of Birth:		Sex: · Male · Female				
Home Address:	City:State:	Zip:	Home Telephone ()				
Social Security No:	US Citizen ·Yes ·No	Green Card H	lolder 'Yes 'No   U.S. Visa: 'Yes 'No.				
If Yes provide Visa Expiry date://	/ Passport Number:						
Specify if Boarding (overnight stay) required: • N	Io Boarding   • Boarding (Mon 8 am –	Thu 2 pm)   • Boardin	g (Mon-Sun) for out-of-Georgia students (not available)				
Health concerns/allergies:	Health Insu	ance Name:	Number:				
Doctor's Name:	City / State:		Phone No: ()				
Have you taken your Covid-19 Vaccine? • Ye	s. • No. If the answer is 'No',	please explain:					
Have you ever been involved with the police? • I	Have you ever been involved with the police? • No. • Yes. If 'Yes' please give details and court judgment:						
	Parent/Guardian	Information					
			Email:				
			Email:				
			Telephone: ()				
			Telephone: ()				
I, parent/guardian/student declare that the above		e best of my knowleds	ge. I accept and agree to abide by all the rules,				
regulations, and policies of Darul Uloom of Atlant							
Student's/Applicant's Name:		Signature:					
Parent's / Guardian's Name:		Signature:	Date:				
For Office Use Only							
Full Time New Admission & Security Deposit -Nor	refundable: \$475 Part Time	New Admission-Nonr	efundable: \$130 Total Paid:				
Agreed Tuition for Full-Time:							
(1) Full-Time Hifz (no boarding): ·\$475 (2) Full-Time Hifz (with Mon-Thu boarding): ·\$600 (3) Full-Time Hifz (with Mon-Sun boarding): ·\$700							
, , , , , , , , , , , , , , , , , , , ,	, ,, , , , ,	, , , , , ,	ng of each year) • Other: Date:				
			Uate				
		J					



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#### CARE / GUARDIANSHIP AUTHORIZATION FORM

#### Parents / Guardians

State:	Phone: Zip:	
State:	Phone: Zip:	
State:	Zip:	
State:	Zip:	
	Date:	
	Date:	
the above-mentioned p		de
	Phone:	
State:	Zip:	
	Date:	

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	uition for Acade	mic Year - 2024-20	25		
Enrollment	Ca	tegory	Monthly	Annual	Admission Fee & Security Deposit (non- refundable)
Full-Time 1. Qaidah/Tajweed	<b>1 – Without Boarding</b> (No overnight stay)		\$ 475/-	5700/-	\$475
<ol> <li>Qaldah, rayweed</li> <li>Nazrah/Reading</li> <li>Hifz/Memorization</li> </ol>	<b>2 – With Boarding</b> (Overnight stay - Monday	7 8 am – Thu 2 pm)	\$ 600/-	7200/-	\$475
<ol> <li>Qur'an Revision/Pre-Alim</li> <li>Alim/Islamic Studies</li> <li>Online homeschooling</li> <li>Boarding/Sports/Meals</li> </ol>	<b>3 – With Boarding</b> (Overnight stay - whole w For out-of-Georgia stude	veek)	\$ 700/-	8400/-	\$475
Part-Time 1. Hifz/Memorization (boys & girls) 2. Qur'an Revision (boys & Girls)	4 – Monday to Wednesda One hour after Maghrib,	<b>ay</b> or one hour in the daytime	\$ 200/-	2400/-	\$200
Part-Time 1. Qaidah/Tajweed (boys & girls) 2. Nazrah/Qur'an Reading (boys & Girls)	5 – <b>Monday to Wednesd</b> (One hour after Maghrib,	\$ 100/-	1200/-	\$130	
Part-Time 1. Islamic Studies (Fiqh, Seerah, Hadith, Practical) (boys & girls)	6 – <b>Monday to Wednesd</b> (One hour after Maghrib,	\$ 100/-	900/-	\$130	
<b>Part-Time</b> 1. Pre-Alim 2. Alim/Islamic Studies	7 – Monday to Wednesda One hour after Maghrib,	<b>ay</b> or one hour in the daytime	\$ 200/-	2400/-	\$200
	SIBLIN	G POLICY	•		
For the 2024-2025 school year					
<ul> <li>[1] For the 1<sup>st</sup> child, pay full tuiti</li> <li>[3] For the 3<sup>rd</sup> child, get a \$50/- tuition</li> </ul>		[2] For 2 <sup>nd</sup> child; get a \$50 [4] For 4 <sup>th</sup> child, get a \$50			
[5] For the 5 <sup>th</sup> child, you will not	pay tuition for the 5 <sup>th</sup>	[6] The discounts apply to admission, security depos		-	ot applied to
Notes:			· ·		

1. Darul Uloom of Atlanta has a 12-month academic calendar (July 2024 to June 2025). Therefore, it will be the parents/ guardians' responsibility to pay the tuition for the whole academic year.

- 2. One-time admission fee and security deposit (\$475, \$200, or \$130) is non-refundable and must be paid at the time of admission. No application will be accepted and/or processed without this fee. The non-refundable admission fee and security deposit include admission fee, security deposit, mattress cost, and books.
- 3. \$50% (from the full-time admission fee and security deposit) will be refundable if a student is withdrawn from the program before starting classes. No refunds if the student is withdrawn after starting the classes.

4. Monthly tuition (with boarding) includes Hifz with Islamic studies, academic education (online only), living, and three meals (breakfast, lunch, and dinner) only. Snacks and other necessities are parents' sole responsibility.

5. Monthly tuition (without boarding) includes Hifz with Islamic studies, and lunch only.

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#### FEES/TUITION/PAYMENTS & WITHDRAWAL POLICY

- 1. Darul Uloom of Atlanta has a 12-month academic calendar (July 2024 to June 2025).
- 2. Darul Uloom of Atlanta requires a commitment to an annual tuition total. This tuition amount is not based on time of enrollment or days spent in school. Rather, the annual amount is owed and must be paid even if the child is withdrawn or quits in the middle of the year.
- 3. If Darul Uloom requests the withdrawal of a child for disciplinary or other reasons, where payment has been made in accordance with any of the options listed in the tuition agreement, the decision on the refund of tuition paid/or will be paid, will be made by Darul Uloom, upon consideration of the merits of each case.
- 4. Tuition payments are due no later than the fifth (5<sup>th</sup>) day of each month. A late fee of \$10.00 per day will be added for late payments.
- 5. If tuition is not paid, then the student will not be allowed to attend classes after the tenth (10th) day of the month. The tuition balance should be paid by the 30th day of the month or the student's enrollment may be terminated.
- 6. A surcharge of \$35.00 is payable if any check is returned for insufficient funds. After two (2) returned checks, only cash or money orders will be accepted.
- 7. Additional fees for special events and/or activities may be required throughout the school year.
- 8. If a child is withdrawn from the school on the parent's initiative, before the end of the first month of the school, where the full year's tuition has been paid, a refund of 11 months will be made.
- 9. If a child is withdrawn from the school on the parent's initiative, before the end of the second month of the school, where the full year's tuition has been paid, a refund of 6 months will be made.
- 10. If a child is withdrawn from the school on the parent's initiative, after the end of the second month of the school, where the full year's tuition has been paid, no refund will be made.

#### PAYMENT OPTIONS & POLICY

The option of twelve-monthly payments for parents' co [1] Annual Payments (in one annual payment) [3] Annual Payments (in three Installments)	[2] Annual Payments (in two Installments)		
Signatures: I, the undersigned, parent of pay tuition for the school year withdrawal policy given in the admission packet.	in accordance with the fee schedu	do hereby undertake to le, have read & agree to the	
Student's Name:	Signature:	_ Date:	
Parent's/Guardian's Name:	Signature:	_ Date:	
	(8)		

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### ARRIVAL/DISMISSAL SCHEDULE Class Arrival & Dismissal

SN	Days	Full-Time (Boarding)		Full-Time	Full-Time (Non-Boarding)		Part-Time (Boarding/Non-Boarding)	
		(boarding)		(NOTI-DOar	uing)	(boarding/ive	UN-BUARDING)	
		Arrival	Dismissal	Arrival	Dismissal	Arrival	Dismissal	
1.	Monday	8am	4:30 pm	8:00 am	2-2:30 pm	Maghrib	Isha Salah	
2.	Tuesday	8am	4:30 pm	8:00 am	2-2:30 pm	Maghrib	Isha Salah	
3.	Wednesday	8am	4:30 pm	8:00 am	2-2:30 pm	Maghrib	Isha Salah	
4.	Thursday	8am	4:30 pm	8:00 am	2-2:30 pm	Maghrib	Isha Salah	
5.	Friday (In person &	8am	10:30 am	8:00 am	10:30 am	No classes	No classes	
	Online)							
6.	Saturday (future)	No classes						
7.	Sunday	No classes						

### Boarding Arrival & Dismissal

SN	Days	Full Boarding (Monday -Friday)			Weekdays Boarding (Monday -Friday)
		Arrival	Dismissal	Arrival	Dismissal
1.	Monday	8am	Х	8am	Х
2.	Tuesday	8am	Х	8am	Х
3.	Wednesday	8am	Х	8am	X
4.	Thursday	8am	2 pm or 4:30pm	8am	2 pm or 4:30pm
5.	Friday	8am	10am	8am	10am

#### Note:

- 1. There are in-person and online classes on Fridays. Students can attend in person or study from home. They are encouraged to give their lessons to their Hifz teachers from 8 am to 10:30 am. Also, students are encouraged to focus on their online homeschooling at home and finish their weekly assignments.
- 2. Monthly Tests are normally held on the last Thursday of every month and all the students leave for their homes.

Student's Name:	_Signature:	_ Date:
Parent's/Guardian's Name:	Signature:	Date:
	( q )	

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	ARRIVAL & DISMISSAL PROCEDURE	
Student's Name:	Cla	əss:
Parent's Name:	Pł	none:
Please check one box below	and provide names/phone numbers as needed.	
My child may walk/		
	home only with one of the below people.	
□ My child will be a c		
My child may fly ho	wing people permission to pick up my child:	
	Phone #	
OTHER PROCEDURES OR SPE	ECIFIC INSTRUCTIONS:	
<b>Please note:</b> The above-note MUST notify us in writing or	ECIFIC INSTRUCTIONS: ed procedures will be followed daily/weakly/monthly. If there a phone beforehand. Thank you for your cooperation as you kno	
MUST notify us in writing or concern.	ed procedures will be followed daily/weakly/monthly. If there a	
Please note: The above-note MUST notify us in writing or concern. PLEASE NOTE:	ed procedures will be followed daily/weakly/monthly. If there a phone beforehand. Thank you for your cooperation as you kno	w your child's safety is our number one
Please note: The above-note MUST notify us in writing or concern. PLEASE NOTE: 1. Non-Boarding stude	ed procedures will be followed daily/weakly/monthly. If there a phone beforehand. Thank you for your cooperation as you kno ents are expected to be picked up on time every day at 2:15 pm	w your child's safety is our number one
Please note: The above-note MUST notify us in writing or concern. PLEASE NOTE: 1. Non-Boarding stude 2. Weekday boarding 3. Students will not be	ed procedures will be followed daily/weakly/monthly. If there a phone beforehand. Thank you for your cooperation as you kno	w your child's safety is our number one .:30 pm.
Please note: The above-note MUST notify us in writing or concern. PLEASE NOTE: 1. Non-Boarding stude 2. Weekday boarding 3. Students will not be Farooq Masjid secu	ed procedures will be followed daily/weakly/monthly. If there a phone beforehand. Thank you for your cooperation as you kno ents are expected to be picked up on time every day at 2:15 pm students are expected to be picked up every Thursday from 2-2 e permitted to wait outside by themselves for safety reasons. In	w your child's safety is our number one .:30 pm. cases of repeated late pick-ups, the Al-
Please note: The above-note MUST notify us in writing or concern. PLEASE NOTE: 1. Non-Boarding stude 2. Weekday boarding 3. Students will not be Farooq Masjid secu 4. Please contact the 5. Boarding or non-bo	ed procedures will be followed daily/weakly/monthly. If there a phone beforehand. Thank you for your cooperation as you kno ents are expected to be picked up on time every day at 2:15 pm students are expected to be picked up every Thursday from 2-2 e permitted to wait outside by themselves for safety reasons. In urity may be notified to retrieve students from school. Darul Uloom office, if you are changing the status of your child's parding students should not arrive at school earlier than 7:30 am	w your child's safety is our number one : 2:30 pm. cases of repeated late pick-ups, the Al- s pick-up procedure.
Please note: The above-note MUST notify us in writing or concern. PLEASE NOTE: 1. Non-Boarding stude 2. Weekday boarding 3. Students will not be Farooq Masjid secu 4. Please contact the 5. Boarding or non-bc 6. Students must be d	ed procedures will be followed daily/weakly/monthly. If there a phone beforehand. Thank you for your cooperation as you kno students are expected to be picked up on time every day at 2:15 pm students are expected to be picked up every Thursday from 2-2 e permitted to wait outside by themselves for safety reasons. In urity may be notified to retrieve students from school. Darul Uloom office, if you are changing the status of your child's parding students should not arrive at school earlier than 7:30 am dropped off inside the concerned class upon arrival.	w your child's safety is our number one :30 pm. cases of repeated late pick-ups, the Al- s pick-up procedure. h (daily).
Please note: The above-note MUST notify us in writing or concern. PLEASE NOTE: 1. Non-Boarding stude 2. Weekday boarding 3. Students will not be Farooq Masjid secu 4. Please contact the 5. Boarding or non-bc 6. Students must be d 7. Please do not drop	ed procedures will be followed daily/weakly/monthly. If there a phone beforehand. Thank you for your cooperation as you kno students are expected to be picked up on time every day at 2:15 pm students are expected to be picked up every Thursday from 2-2 e permitted to wait outside by themselves for safety reasons. In urity may be notified to retrieve students from school. Darul Uloom office, if you are changing the status of your child's barding students should not arrive at school earlier than 7:30 am fropped off inside the concerned class upon arrival. off your child outside of the Masjid or outside of the boarding f	w your child's safety is our number one :30 pm. cases of repeated late pick-ups, the Al- s pick-up procedure. h (daily). acility on the road or sidewalk. Make
Please note: The above-note MUST notify us in writing or concern. PLEASE NOTE: 1. Non-Boarding stude 2. Weekday boarding 3. Students will not be Farooq Masjid secu 4. Please contact the 5. Boarding or non-bc 6. Students must be d 7. Please do not drop sure the student go	ed procedures will be followed daily/weakly/monthly. If there a phone beforehand. Thank you for your cooperation as you known students are expected to be picked up on time every day at 2:15 pm students are expected to be picked up every Thursday from 2-2 e permitted to wait outside by themselves for safety reasons. In urity may be notified to retrieve students from school. Darul Uloom office, if you are changing the status of your child's parding students should not arrive at school earlier than 7:30 and dropped off inside the concerned class upon arrival. off your child outside of the Masjid or outside of the boarding for pars straight inside the boarding at boarding arrival or inside the	w your child's safety is our number one :30 pm. cases of repeated late pick-ups, the Al- s pick-up procedure. h (daily). acility on the road or sidewalk. Make
Please note: The above-note MUST notify us in writing or concern. PLEASE NOTE: 1. Non-Boarding stude 2. Weekday boarding 3. Students will not be Farooq Masjid secu 4. Please contact the 5. Boarding or non-bc 6. Students must be d 7. Please do not drop sure the student go	ed procedures will be followed daily/weakly/monthly. If there a phone beforehand. Thank you for your cooperation as you kno students are expected to be picked up on time every day at 2:15 pm students are expected to be picked up every Thursday from 2-2 e permitted to wait outside by themselves for safety reasons. In urity may be notified to retrieve students from school. Darul Uloom office, if you are changing the status of your child's barding students should not arrive at school earlier than 7:30 am fropped off inside the concerned class upon arrival. off your child outside of the Masjid or outside of the boarding f	w your child's safety is our number one :30 pm. cases of repeated late pick-ups, the Al- s pick-up procedure. h (daily). acility on the road or sidewalk. Make

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#### PHOTOGRAPH/IMAGE CONSENT

This form gives Darul Uloom of Atlanta permission to take photographs, <u>image</u>, recording, videotape, videography, etc. of the students while they are participating in or school grounds, at event, fieldtrips, competitions, graduations and other educational programs. Therefore, parents are kindly requested to please check one of the following choices and sign below:

Yes\_\_\_\_\_ I/We grant permission for a <u>photo/image</u>, recording, videotape, videography, etc. that includes this student to be published on the school internet site and newspaper, etc.

No\_\_\_\_\_ I/we do not grant permission for a <u>photo/image</u>, recording, videotape, videography, etc. that includes this student to be published on the school internet site and newspaper, etc.

#### UNIFORMED CODE OF DRESS, BEARD, AND HAIR - RULES

F	Regular School Uniform		Boarding Uniform	P	nysical Education Uniform	Hair & Beard
1	Long sleeved white Jubbas/Kurtas	1	Sleeved Jubbas / Kurtas / shirts/Tee shirt	1	Sleeved Kurtas/shirts/Tee shirt	Short and even hair on the head or bold Beard must be maintained in full length
2	Full white trousers	2	Full trousers	2	Full trousers	
3	White topi/coofi	3	Topi/Coofi	3	Regular shoes	
4	Regular shoes (No expensive shoes)	4	White/black socks	4	White/black socks	
5	White/black socks	5	Shoes on the shelf	5	Water bottles	

**Note:** Denim, Jeans, Joggings, leggings, shorts, sleeveless jubbas/Kurtas/shirts are not allowed inside the class, boarding, basket court and premises of Darul Uloom of Atlanta/Al-Farooq Masjid of Atlanta.

#### Policies, Rules

- 1. The code of dress is ONLY for students attending Darul Uloom of Atlanta/Al-Farooq Masjid of Atlanta.
- 2. The code does not apply at the time when students are not attending any program of Darul Uloom of Atlanta/Al-Farooq Masjid of Atlanta.
- 3. Students will wear trousers of the appropriate size and color. Trousers should not be too short or too long, and should not hang so low as to expose underwear.
- 4. All clothing must be of solid color free of writing and images (tiny logos are permitted.)
- 5. Jubbas, Kurtas and trousers must not extend beyond the student's ankles when standing upright.
- 6. Undergarments are NOT to be visible through clothing.
- 7. Slippers/Flip flops are prohibited.
- 8. Students may wear proper and full PE clothes at the time of attending PE.
- 9. New and old students will be allowed a 2-week grace period to obtain proper dress attire, to get decent and even haircut.
- 10. Students are not allowed to keep their hair longer than one inch during their stay at the Hifz program. Long, uneven, untidy, or stylish hair not allowed during the program.
- 11. Beard must be maintained and no student is allowed to cut or shave the beard while enrolled in Hifz program.

Student's Name:

\_\_\_\_\_Sign:\_\_\_\_\_

\_ Date:\_



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#### MEDICAL INFORMATION AND CONSENT FORM (Instructions)

This form must be completed by the parent/guardian of each student in Darul Uloom of Atlanta. The form is used to request general medical information about students and provides for parents/ guardian to consent to first aid treatment for their child/ren in line with the First Aid Policy and First Aid General Procedures.

#### Section A – Method for first aid, medical treatment or emergency:

[1] The First aid from the office. [2] Parents/Guardians are contacted. [3] Consultation with community doctors.
[4] Al-Farooq Masjid Sunday Clinic visitations (12-2pm). [5] Prescriptions by Al-Farooq Masjid Sunday Clinic.
[6] Students are sent home. [7] Ambulance is called in case of emergency.

S	ection B – Personal Det	ails (please fill in clearl	y)
Student's Name	Date of Birth	M / F	School Year
Parent/Father's Name	Mobile	Email	Address
Parent/Mother's Name	Mobile	Email	Address
Emergency Contact Name	Mobile	Email	Address

#### Section C: Medical Information. Please tick if your child suffers any of the following:

□ Allergies □ Anaphylaxis □ Asthma □ Blood Pressure □ Diabetes □ Eczema □ Epilepsy □ Fainting □ Fits or blackouts □ Hay Fever □ Headaches □ Heart Condition □ Nose Bleeds □ Reaction to Drugs □ Sight/Hearing Problems □ Sun Screen Sensitivity □ Other (please specify):\_\_\_\_\_\_

#### Section D: Please identify whether your child is presently taking any medication:

□ If yes, give written permission /direction for the administration of medication during school related activities.

□ Are you aware of any physical or psychological limitations of your child (please specify)?

□ Is there any other information you believe may be relevant to the general medical/health care of your child?

#### Section E – Parent/Guardian Authorization:

In the case of my child requiring medical treatment or in the case of a medical emergency, including the above mentioned or any other, I hereby authorize Darul Uloom of Atlanta / Al-Farooq Masjid of Atlanta, its officers, agents, and employees to consent for me to:

□ The administration of any treatment deemed necessary by a licensed physician or dentist.

□ Any examination, diagnosis, treatment or hospital care.

 $\hfill\square$  The transfer of the minor to any urgent care or hospital reasonably accessible.

□ I understand that this authorization is given to provide authority and power to Darul Uloom of Atlanta / Al-Farooq Masjid of Atlanta, to give specific consent to any examination, treatment or hospital care. And I undertake to pay any costs that may be incurred for the medical treatment, ambulance transportation, prescriptions, and medications.

Student's Signature:

Date

Parent/ Guardian Signature:

Date

# The Darul Uloom of Atlanta

[A Unit of Al-Farooq Masjid of Atlanta]

442 14th Street NW, Atlanta, Georgia. 30318. | Tel: 678-886-3457 – 404-874-7521 | www.alfarooqmasjid.org

#### Admission Packet / Application / Admission Rules / Tuition & Withdrawal Policy / Required Documents / Declaration

#### STUDENTS' CODE OF CONDUCT

- For disciplinary reasons the administrator, teachers, and officials of Darul Uloom have the full right to check on the students, 1. their activities and go through their rooms and personal stuff at any time.
- Students should not instigate other students or form groups against the interest of Darul Uloom / Al-Farooq Masjid of Atlanta. 2.
- 3. Students should encourage each other towards piety, good conducts, beautiful manners, and excellent behavior.
- 4. Any mischief, misbehavior, misconduct, troublesomeness, or violation of the rules of the Darul Uloom / Al-Faroog Masjid will not be tolerated.
- 5. Disrespect to the teachers, instructors, staff members, and authorities, is totally prohibited.
- Speaking rudely or refusing to obey instructions, quarreling with teachers or fellow students and fighting is totally prohibited. 6.
- 7. Students should refrain from sinful acts and evil habits; rather they should adopt righteousness and piety.
- 8. Students are responsible for any damage carried out by them to any property of Darul Uloom or Al-Farooq Masjid of Atlanta.
- 9. To protect the property of Darul Uloom of Atlanta or Al-Farooq Masjid of Atlanta is a religious and moral obligation on every student.
- 10. Students will be liable for any damage caused willfully or through carelessness on their behalf.
- 11. Water and electricity should be used with strict measure at all times.
- 12. A deposit of \$100 should be paid against any damage caused to the property of Darul Uloom of Atlanta or Al-Farooq Masjid of Atlanta. Money for deliberate damage caused beyond that amount will be recovered from the student/guardian.
- 13. No phones, no Radios, no iPhones, no iPods, no iPads, no laptops/computers, no games, no televisions, no DVDS, no Firearms, no lighters, are permitted anywhere in the premises of Darul Uloom / Al-Farooq Masjid of Atlanta.
- 14. Un-Islamic literature, novels, and other items that may be injurious to the students physically or morally, etc. are prohibited.
- 15. While being in Darul Uloom going homes of relatives or friends and viewing television programs is prohibited.
- 16. Students are prohibited from smoking, taking, or possessing alcoholic beverages or intoxicants of any kind. Anyone found in possession of them will be expelled.
- 17. Sports activities are for fitness and recreational purposes. Students are not allowed to quarrel, bet or fight due to these activities.
- 18. Students must wear such clothes while engaging in sporting activities that conform to the Shari'ah, i.e. the Satr must be covered at all times.
- 19. No shorts, no jeans, and no half-sleeve clothes are permitted in Darul Uloom.
- 12. Uniform of Darul Uloom is (1) White Jubbas/Thawbs, (2) white trousers/Shalwars and (3) white Koofies/Topies, (4) one pair of shoes. Students are not allowed to keep their hair longer than one inch during their stay at the Hifz program. Long, uneven, untidy, or stylish hair not allowed during the program.
- 13. Beard must be maintained and no student is allowed to cut or shave the beard while enrolled in Hifz program.
- 20. Valuable items should not be brought to Darul Uloom. If brought, it should be deposited in the office; failing which, if it gets missing the responsibility will be entirely on the student.
- 21. The institute will not be responsible for injuries sustained by student beyond the Darul Uloom and Al-Faroog Masjid premises.
- 22. While being in Darul Uloom, students are not allowed to mingle too much or make any friends with outsiders, regular or irregular Musalleen, relatives or family members, etc.
- 23. Students are not allowed to leave the premises of Darul Uloom / Al-Faroog Masjid of Atlanta with their relatives or friends anytime without prior, written permission from the office.

#### Signatures:

I, the undersigned, parent of		hereby acknowledge
that I have read all of the above 24 points of CODE OF COND & policies of Darul Uloom of Atlanta / Al-Farooq Masjid of Atl		l abide by the rules, regulations
Student's Name:	Signature:	Date:

Parent's/Guardian's Name: \_\_\_\_\_



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#### CODE OF CONDUCT + SCHOOL + BOARDING + FOOD POLICY

- 1. Al-Hamdu Lillah, Allah has enabled Darul Uloom of Atlanta to provide the boarding facility for Darul Uloom students.
- 2. Boarding facility is for Darul Uloom full-time boarding students only.
- 3. Students cannot stay in the boarding facility without/before completing registration.
- 4. Boarding is not required for the students. It is a facility for students who come from states other than Georgia or cannot commute every day.
- 5. Allocations of rooms and seats for sleeping will be the sole prerogative of the administration. Students cannot change their seats, and cannot sleep on other student's beds without official approval.
- 6. No outsiders can be brought into the boarding house without permission from the office.
- 7. Students will not be allowed to stay in the boarding house during the holidays without prior permission from the office.
- 8. Darul Uloom is not responsible for any lost, stolen, or misplaced property.
- 9. No one is allowed to misuse/damage the property of Darul Uloom of Atlanta / Al-Farooq Masjid of Atlanta. A deposit of \$100 should be paid against any damage caused to the property of Darul Uloom of Atlanta or Al-Farooq Masjid of Atlanta. Money for deliberate damage caused beyond that amount will be recovered from the student/guardian.
- 10. Students are not allowed to bring food into their rooms/sleeping areas. All eating must be in the kitchen and dining room.
- 11. Students are not allowed to use stew/microwave/toaster and any other cooking tools without permission from the staff.
- 12. No running, no fighting, and no touching is allowed inside the boarding facility.
- 13. No student is allowed to go out, to the malls, shops, restaurants, or any other entertainment centers during the day or night.
- 14. Students are not allowed to leave the Boarding facility, or premises of Darul Uloom / Al-Farooq Masjid of Atlanta with their relatives or friends anytime without prior, written permission from the office.
- 15. Parent/guardian must ensure that the child returns to Darul Uloom on time after the weekend break and holidays. Late arrival disrupts his own learning and that of the others and may turn out unfavorable for the child.
- 16. It is the parents' responsibility to pick & drop off their children on time. Darul Uloom doesn't provide any transportation.
- 17. Parents/Guardians are not allowed to pick up their children earlier than the fixed time without the prior consent of the teacher or administrator.
- 18. Students are encouraged to follow the Sunnah method for living/eating/sleeping/greeting and all other activities.
- 19. Lunch for non-boarding students while breakfast, lunch, and dinner for boarding students will be provided by DUL from Monday through Thursday.
- 20. No snack is provided by Darul Uloom. It is every student's responsibility to maintain their daily snacks, drinks, water, or desired Halal food.
- 21. Outsiders cannot bring any type of food for students without the office or teacher's prior permission while parents are allowed to bring Halal food at any time for their children.
- 22. Students who don't make satisfactory progress and display character/discipline problems may be dropped from Boarding or Darul Uloom.
- 23. Boarding rules, Class Do's and Don'ts, and Code of Conduct must be followed by the students and their parents/guardians.

#### Signatures:

I, the undersigned, parent of \_\_\_\_\_\_\_ do hereby acknowledge that I have read the BOARDING & FOOD POLICY with all of the Do's & Don'ts of Boarding and Food by myself and to my son. I understand and promise that I will abide by the rules, regulations & policies of Darul Uloom of Atlanta /Al-Farooq Masjid of Atlanta.

Student's Name:		Signature:	Date:
Parent's/Guardian's Name:	S	ignature:	_Date:
	~ ~ ~		

# The Darul Uloom of Atlanta

[A Unit of Al-Farooq Masjid of Atlanta]

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#### Admission Packet / Application / Admission Rules / Tuition & Withdrawal Policy / Required Documents / Declaration

### Code of Conduct for Class / Dormitory

1097 Center Street NW, Atlanta, Georgia - 30318

### Do's

- Correct your intention before you arrive for the boarding/class. 1.
- 2. Your guardian must inform the staff about your arrival.
- 3. Be in uniform (white Thawb/Trouser/Koofi) when you reach Darul Uloom or boarding/class.
- 4. Arrive on Monday at 8am.
- 5. Greet when you inter the boarding facility/class.
- 6. Place your shoes on the shoe rack at all times.
- 7. Keep all of your books in your school bag.
- 8. Place your school bag in bag shelf.
- 9. Place your luggage/belongings at your assigned spot/bed.
- Set your bed/drawer/belongings immediately after your arrival. 10.
- 11. Keep your washed clothes in your luggage/box.
- 12. Keep your dirty clothes in a separate box/bag.
- 13. Bring two pairs of (inexpensive) shoes only.
- 14. Keep extra stuff in your locked luggage or storage room.
- 15. Maintain cleanliness of your bed/belongings/spot.
- 16. Fix your bed/belongings every day at assigned time.
- 17. Start your daily activities as per the schedule.
- 18. Live in a brotherly manner with your roommates.
- 19. Show the best of your characters/manners/behavior to the staff and students.
- 20. Remain engaged in allowed activities only.
- 21. Follow instructions of the warden/teachers/staff members.
- 22. Remain in your bed whenever you are in sleeping area.
- 23. Dedicate yourself to your goal.
- 24. Wake up in time. (Delay might cause you difficulties in your daily activities.)
- 25. Sleep in time. (It will refresh your mind and body.)
- 26. Eat in time. (It will help you regain your energy)
- 27. Wash your plates/cowls/cups/spoons/utensils after use.
- 28. Clean the bathroom/showers/sinks/kitchen after use.
- 29. Students are encouraged to follow the Sunnah method for living/eating/sleeping/greeting and all other activities.
- 30. You must play and be present at sports court every day from 4:30-5:30pm.
- 31. Weekend boarding students must follow weekend schedule.
- 32. Try to be in time at all times.
- 33. Every student must take shower every day within assigned time
- 34. All students must perform Salah in Jama'ah in boarding.
- 35. All students must brush their teeth every day.
- 36. All students must go to bed within assigned time
- 37. All students must perform all Sunnahs before Jama'ah
- 38. All complaints should be lodged with the administration.
- 39. Abide by Darul Uloom/ Hostel / Class rules & regulations.

### Don'ts

- 1. Students should not take the law in their hands.
- 2. The decision of the complaint will be committee binding.
- 3. Allocations of rooms and seats for sleeping will be the sole prerogative of the administration.
- 4. Students cannot change their seats without official approval.
- 5. No outsiders can be brought into the boarding house without permission from the office.
- 6. Students will not be allowed to stay in the boarding house during the holidays without prior permission from the office.
- 7. Cleanliness of the rooms/seats must not be ignored.
- 8. DUL is not responsible for lost, stolen or misplaced property.
- 9. Don't misuse/damage the property of Al-Farooq Masjid / Darul Uloom of Atlanta.
- 10. Don't hesitate to report to the staff/administration if a roommate breaks any Islamic rule in a blatant manner.
- 11. Students should not be late for classes, Salahs, meals, sports and all other activities.
- 12. Students are not allowed to bring food into their rooms/sleeping area. All eating must be in the kitchen and dining room.
- 13. Students are not allowed to use stew/microwave/toaster, without permission of the staff.
- 14. Don't run, don't fight, and don't touch other students at all times.
- 15. Don't waste or throw food at each other in the boarding/class.
- 16. Don't argue, don't insult, don't curse, and don't backbite.
- 17. Don't use any bad words or foul language.
- 18. Don't order anything online without teachers' permission.

- 21. Students are not allowed to engage in monetary transactions. If any money is loaned or exchanges are made, DUL is not responsible for its return.

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guardian of ..... hereby acknowledge that I have read all of the above do's & don'ts with entire Admission Packet by myself and to my son. I understand and promise that I will abide by the rules, regulations & policies of Darul Uloom of Atlanta /Al-Farooq Masjid of Atlanta.

Student's name:	Signature:	Date:

Guardian's name:..... Signature:..... Date:....

- 19. Don't misuse DUL computers or any other facilities.
- 20. Don't bring unnecessary items to the boarding or class.



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#### **ONLINE HOME-SCHOOLING & COMPUTER LAB**

Darul Uloom of Atlanta has been trying its best to maintain a beautiful Islamic environment with academic education through online homeschooling where students learn Math / Literature / GUM / Spelling / Vocabulary / Science/ American History / Social Studies / Arts, Languages, and other subjects.

Benefits of online homeschooling	Online homeschooling programs
<ul> <li>Memorization of the Qur'an and Islamic Education with Academic learning</li> <li>Variety of programs &amp; courses</li> <li>Comfortable Islamic learning environment</li> <li>Computer Lab</li> <li>Well Experienced teachers/instructors</li> <li>Convenience and flexibility</li> <li>Greater ability to concentrate</li> <li>Avoid commuting</li> </ul>	<ul> <li>www.acellusacademy.com</li> <li>www.pennfoster.edu</li> <li>www.time4learning.com</li> <li>https://discoveryk12.com/</li> <li>https://learn.fusionglobalacademy.com/</li> <li>www.homeschool.com/resource-guide/georgia-virtual-school/</li> <li>www.k12.com</li> <li>www.connectionsacademy.com</li> <li>www.keystoneschoolonline.com</li> <li>www.homeschool.com</li> </ul>

#### **ONLINE SCHOOLING & COMPUTER LAB POLICY**

- 1. It is the Parents' responsibility to register their children for any of the programs listed above.
- 2. For Homeschooling students must be registered from their hometown and in their local (state) online home schools.
- 3. Communication for online schooling will be maintained by the parents; Online Teachers-Parents-Darul Uloom Teachers.
- 4. Online schooling teachers cannot communicate with Darul Uloom instructors directly without permission from the office.
- 5. Names/contact information of Darul Uloom instructors for schooling can be provided at the request of the parents.
- 6. Darul Uloom provides all the possible tools/facilities / computer lab / well-trained teachers to help the students in the Lab.
- 7. Minimum 2-3 Hours are given to students daily (Monday-Friday) to complete their daily school assignments.
- 8. Annual Exams for Online schooling are managed by online schools at their assigned centers & not by Darul Uloom.
- 9. Students are granted 10 days' leave for online home-schooling Annual Exams in April.
- 10. Students must travel to their hometown to take their annual exams/tests at the centers assigned by online schools.
- 11. Parents are suggested to keep those points in mind and help their children complete their course successfully.
- 12. Parents are welcome to help their children with online schooling in DUL's computer lab from Monday Wednesday (2:30-4:30pm)
- 13. Students or parents are not allowed to use computer labs, computers, the internet, etc. for their personal activity without permission from the office.
- 14. Students are not allowed to use DUL internet to call, text, or chat with their parents, relatives, friends, or anybody without prior permission from the office.
- 15. Students are not allowed to use the DUL internet to play games, watch movies, films, documentaries, and any other useless stuff without prior permission from the teachers.
- 16. Students are not allowed to use DUL internet for Facebook, Twitter, snap chat, kik, or any other social media at the time of computer lab.

#### Signatures:

I, the undersigned, parent of all of the above-mentioned rules of ONLINE SCHOOLING & COMPUTER LAB. policies of Darul Uloom of Atlanta / Al-Farooq Masjid of Atlanta.	I understand and promise that	hereby acknowledge that I have read I will abide by the rules, regulations &
Student's Name:	_ Signature:	Date:
Parent's/Guardian's Name:	_Signature:	_Date:



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#### **PROGRAMS & COURSES**

Darul Uloom of Atlanta offers the following Full/Part Time Programs/Courses:

[1] Qaidah Nooraniyah (Qur'an Tutor) [4] Hifz (Memorization of the Qur'an) [7] Pre-Alim (Intro Alim) [10] Akhlag & Practical Education

[2] Tajweed & Qira'ah [5] Revision of the Qur'an [8] Alim (Arabic & Islamic studies) [11] Boarding Facility

[3] Nazrah (Qur'an Reading) [6] Arabic Language [9] Online home schooling [12] Sports & PE

have read the

#### **REQUIRED DOCUMENTS FOR ADMISSION**

[1] Picture Identification Form

[3] Copy of Birth certificate of the applicant

[5] Copy of Proof of Residence (phone/electricity/water bills) [6] Copy of Medical certificate/Immunization

[7] Copy of Medical Insurance Card

[9] Two recommendation letters

[2] DUL Application Form & Admission Packet duly filled/signed [4] Copy of Identification Card (SSN/Passport/IDs, etc.)

[8] Last report from the previous school

Note: Recommendation letters should be (1) from applicant's local Masjid or Islamic Center, (2) from local guardian in Atlanta, Georgia.

#### **ADMISSION RULES**

- 1. Applicant must correct his intention: Umar bin Al Khattab (ra) reported that the Messenger of Allah (🖏) said, "Actions are judged by intentions and every person will get only what he intended". (Bukhari)
- 2. Applicant must be between the age of 9 & 14 at the time of admission if requesting Darul Uloom Boarding.
- 3. Applicant must be at least 5 years old at the time of admission if applying for part-time programs.
- 4. There is no age limit for admission in adults' classes for all Courses.
- 5. Interviews, oral/written entrance examinations, and tours are required for all candidates. After reviewing the application, and documents, a test/interview will be conducted for the applicant to determine his grade level for applied courses.
- 6. Application form must be filled in & submitted with all required documents.
- 7. Applicant's past disciplinary & behavioral problems, must be fully disclosed at the time of admission.
- 8. If the application is approved, but there is no seat available, the application will be placed on a waiting list & be notified as soon as a seat becomes available.
- 9. New applicants will be granted provisional admission for a period of one or three months. At the end of this period, a determination will be made for Admission.
- 10. Students will be obliged to follow the curriculum designed by Darul Uloom for all programs/Courses.
- 11. Parents are not allowed to bring their child to Darul Uloom until they have received the letter or a call of acceptance from DUL.
- 12. Parents must bring the letter of acceptance or the call reference with them when they drop off their children for the first time.
- 13. Admission decisions are determined by the Admission Committee's evaluation of several factors, especially: the completed application, previous school transcript, recommendations, entrance examination & interview.
- 14. Both parents/guardians and applicants must read and sign the Admission Packet, Rules, Declaration and application forms, etc. 15. Rules contained in Admission Packet can be changed at the discretion of the authorities without prior notice.

### Signatures: I, the undersigned, parent of admission rules, have had explained to me all the programs and courses and agree to follow the rules, regulations and policies of Darul Uloom of Atlanta / Al-Farooq Masjid of Atlanta.



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#### NON-DISCRIMINATORY POLICY

- 1. Darul Uloom of Atlanta admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.
- 2. Darul Uloom of Atlanta doesn't discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, scholarship, athletic and other school-administered programs.

#### **DISCIPLINE POLICY & CONSEQUENCES**

- 1. Repeated violations of Darul Uloom rules, regulations, and policies or engaging in actions, which bring Darul Uloom of Atlanta / Al-Farooq Masjid of Atlanta into dispute, will result in definite/indefinite suspensions or expulsion from the program.
- 2. Insulting any teacher, staff, or member of the management of Darul Uloom / Al-Farooq Masjid of Atlanta will not be tolerated in any circumstance and will result in expulsion from the program.
- 3. All students are required to obey teachers, staff members and the warden appointed by management of Darul Uloom of Atlanta / Al-Farooq Masjid of Atlanta.

Note: Violation of the above-mentioned rules, regulations, and discipline policy will result in the following disciplinary action:

- 3. 1st offense: verbal warning
- 4. 2nd offense: withdrawal of privileges
- 5. 3rd offense: parent-teacher conference
- 6. 4th offense: suspension from program
- 7. 5th offense: possible expulsion from program

#### GENERAL POINTS

- 1. Since Islam is a disciplinary religion that emphasizes on piety, good conduct, beautiful manners and excellent behavior, each student is required to comply with the laws of Islam together with the rules of Darul Uloom and instructions of the teachers / staff members.
- 2. Rules and regulations are framed for the convenience of the students and smooth running of the institute. Compliance of which saves much time and energy, thus affords the student and administration greater opportunities to concentrate on the curriculum and Tarbiyah (Islamic upbringing) programs. Therefore, students are bound to obey and honor each and every rule stated in the above.

#### **Graduation Details**

- 1. After a student completes the Hifz (memorization of the Qur'an), two graduations will be held; (1) in-class individual graduation and (2) final collective graduation.
- 2. In-class individual Hifz graduation is organized at Al-Farooq Masjid as soon as a child completes the Hifz. Hall for the graduation is provided by Darul Uloom while food and supplies for the program are sponsored by the parents.
- 3. The final collective graduation is held in the month of May, where all the Huffaz (graduates) are felicitated together with their turban ceremony, Hifz certificates, and other awards. Parents are encouraged to participate in organizing the final graduation by providing financial and moral support to the Darul Uloom.

Student's Name:	Signature:	Date:
Parent's/Guardian's Name:	Signature: _	Date:

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[A Unit of Al-Farooq Masjid of Atlanta]

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DECLARATION					
I believe that the students are responsible for responsible for their actions and careers. I agree to make all due payments on time ac may be asked to be withdrawn if the fees ar I, the undersigned, parent of hereby acknowledge that I have read the en withdrawal policy, by myself and to my son a to follow the rules, regulations, and policies Signatures:	cording to the schedule agreed up e not met and the rules/policies ar tire admission packet with boardir & have had explained to me all the	oon and understand that my child re not abided by. do ng and food rules, tuition & e programs and courses, and agree			
Student's Name:	Signature:	Date:			
Parent's/Guardian's Name:	Signature:	Date:			

### The Darul Uloom of Atlanta

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### Academic year: 2024-2025

#### Important dates

- 1. 1st day of school: Monday, July 15, 2024 (8 am)
- 2. Last day of school: Saturday, May 24, 2025 (dates may change)
- 3. Annual Hifz Graduation: Saturday, May 24th, 2025, 4-6:30 pm (date may change)

#### Vacations/ Holidays/Breaks (dates may change)

- Ramadhan break: one week
- Eidul Fitr: two weeks
- Edul Adha: one week
- Fall: one week
- Winter: two weeks
- Summer break: 7 weeks
- Occasional holidays/breaks (Note: please follow the academic calendar of 2024-2025

#### **Required for Admission**

- A. Completed and signed Application forms with required documents
- B. Interview with the applicant and parents
- C. \$475 non-refundable admission fee and security deposit

#### **Required Documents**

- [1] Copy of Picture ID (Passport, State ID, SSN)
- [2] Copy of Birth certificate
- [3] Copy of Proof of Residence (phone/electricity/water bills
- [4] Copy of Medical certificate/Immunization
- [5] Copy of Medical Insurance Card
- [6] The latest report from the previous school

[7] Two recommendation letters (one from the local Masjid and one from a family member of friend)