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**GREEN DOME ISLAMIC SCHOOL (GDIS)**

**ADMISSION POLICY FOR THE 2025-2026 ACADEMIC YEAR**

The following policies have been adopted by Green Dome Islamic School (GDIS) to outline the payment of the fees, the respective deadlines, and other important terms. Prompt payment of all fees is highly important as ours is a not-for-profit school.

**Fee Structure for Academic Year 2025-2026**

Kindergarten ( $\frac{1}{2}$ ) Half Day	CA\$ 3,600/year
Grades 1 – Grade 7	

**Discounted Fee Structure for Academic Year 2025-2026**

Kindergarten ( $\frac{1}{2}$ ) Half Day	CA\$ 1,800/year
Grades 1 – Grade 7	

*\*Subject to eligibility criteria*

**Fee Policy for New Students**

- Intake Processing Fee: **CA\$ 100.00/student (non-refundable)**
- To ensure their child(ren)'s enrollment, parent(s)/guardian(s)/custodian(s) must make **at least 25% of the yearly fee payment** within 7 (seven) days of receiving the admission acceptance email from the Principal of Green Dome Islamic School (GDIS)
- After making the initial 25% payment, parent(s)/guardian(s)/custodian(s) are required to contact the GDIS School Administration via [greendome.islamicsschool@plrd.ab.ca](mailto:greendome.islamicsschool@plrd.ab.ca) or 403-900-5445 to complete the enrollment process. **Enrollment is mandatory**
- The **remaining 75% of the yearly fee** is due no later than **31<sup>st</sup> December 2025** (entirely or in installments).
- All parent(s)/guardian(s)/custodian(s) are responsible for making fee payments in a timely manner. Failure to attend does not release the parent from financial obligations. In cases of delayed or incomplete payments, the management reserves the right to make final decisions, which will be binding and not subject to objection.
- These fees are not tax-deductible

**Discounts**

- Sibling and Staff Discount:** **10%** on the fee (*excluding the intake processing fee*)  
\*\* Sibling discount is available starting with the second child. The first child is not eligible for this discount
- Full Payment Discounts:** A **±5%** discount (*excluding the intake processing fee*) is available for fees paid in full within 7 (seven) days of receiving the admission acceptance email

**Fee Breakdown**

**Breakdown for the Regular Fee Structure:**

**If Paid in Installments**

- Total Yearly Payment: CA\$ 100.00 + CA\$ 3600.00= **CA\$ 3700.00**
- Payable within 7 (seven) days of Receiving the Admission Acceptance Email: CA\$ 100.00 + CA\$ 900.00 (25% of the yearly fee)= **CA\$ 1000.00**
- Balance Due by 31<sup>st</sup> December 2025: **CA\$ 2700.00**

**If Paid in Full within 7 (seven) days of Receiving the Admission Acceptance Email**

- Total Yearly Payment: CA\$ 100.00 + CA\$ 3420.00= **CA\$ 3520.00**

**For Sibling and Staff**

**If Paid in Installments**

- Total Yearly Payment: CA\$ 100.00 + CA\$ 3240.00= **CA\$ 3340.00**



- Payable within 7 (seven) days of Receiving the Admission Acceptance Email: CA\$ 100.00 + CA\$ 810.00 (25% of the yearly fee)= **CA\$ 910.00**
- Balance Due by 31<sup>st</sup> December 2025: **CA\$ 2430.00**

If Paid in Full within 7 (seven) days of Receiving the Admission Acceptance Email

- Total Yearly Payment: CA\$ 100.00 + CA\$ 3080.00= **CA\$ 3180.00**

### Breakdown for the Discounted Fee Structure:

If Paid in Installments

- Total Yearly Payment: CA\$ 100.00 + CA\$ 1800.00= **CA\$ 1900.00**
- Payable within 7 (seven) days of Receiving the Admission Acceptance Email: CA\$ 100.00 + CA\$ 450.00 (25% of the yearly fee)= **CA\$ 550.00**
- Balance Due by 31<sup>st</sup> December 2025: **CA\$ 1350.00**

If Paid in Full within 7 (seven) days of Receiving the Admission Acceptance Email

- Total Yearly Payment: CA\$ 100.00 + CA\$ 1710.00= **CA\$ 1810.00**

### For Sibling and Staff

If Paid in Installments

- Total Yearly Payment: CA\$ 100.00 + CA\$ 1620.00= **CA\$ 1720.00**
- Payable within 7 (seven) days of Receiving the Admission Acceptance Email: CA\$ 100.00 + CA\$ 405.00 (25% of the yearly fee)= **CA\$ 505.00**
- Balance Due by 31<sup>st</sup> December 2025: **CA\$ 1215.00**

If Paid in Full within 7 (seven) days of Receiving the Admission Acceptance Email

- Total Yearly Payment: CA\$ 100.00 + CA\$ 1540.00= **CA\$ 1640.00**

### Payment Options

- **E-Transfer (recommended):** [gdschoolregistration@amcia.org](mailto:gdschoolregistration@amcia.org)  
\*\* Every time you pay, please include in Message: **2025-2026 FEE PAYMENT, Students' full name, and grade(s)**
- **Direct Payment** using **Cash/Debit/Credit Card** at 4616 80 Ave NE, Calgary, AB T3J 4B7. Please contact us at 403-590-8200 (Extension 4) from Monday to Friday (9:00 AM to 5:00 PM, excluding civic holidays) to schedule an in-person payment  
\*\* You can also provide us with credit card details with authorization, and we will process the payment manually
- **Direct Deposit** to **BMO** Bank of Montreal, **Institution No: 001, Transit No: 00109, Account No: 1868-028**  
\*\* If you use this method, please email us a copy of the bank receipt to [gdschoolregistration@amcia.org](mailto:gdschoolregistration@amcia.org). In your email, please include: **2025-2026 FEE PAYMENT, Students' full name, and grade(s)**
- **Account Payee Cheque** payable to **Al-Madinah Calgary Islamic Assembly**  
\*\* Please include in the Memo: **2025-2026 FEE PAYMENT, Students' full name, and grade(s)**

### Refund Policy

- The Intake Processing Fee is **non-refundable**
- **A full refund** will be issued for withdrawal requests made within one (1) month of enrollment
- **A 90% refund** will be issued for withdrawal requests made within two (2) months of enrollment
- No refund will be issued for withdrawal requests made after two (2) months of enrollment

**Note on Unforeseen Circumstances:** In the event of unforeseen or unavoidable circumstances requiring the school to transition to online or blended learning formats instead of in-person classes, cooperation and understanding from the parent(s)/guardian(s)/custodian(s) is fervently hoped for until the situation is resolved. The management will make every effort to address such situation(s) promptly and resume in-person classes at the earliest opportunity. No refund or withdrawal requests will be accepted during such circumstances.