



GREEN DOME ISLAMIC SCHOOL (GDIS)

ADMISSION POLICY FOR THE 2026-2027 ACADEMIC YEAR

The following policies have been adopted by Green Dome Islamic School (GDIS) to outline the payment of the alternative program fee, the respective deadlines, and other important terms and conditions. Prompt payment of all fees is highly important as Green Dome Islamic School is a not-for-profit school and relies on timely fee collection to meet its operational commitments.

Alternative Program (AP) Fee Structure for Academic Year (AY) 2026-2027

Grade(s)	Annual Fee	Institutional Development Commitment	Total
Kindergarten (½) Half Day	CA\$ 1,800/year	CA\$ 800/year	CA\$ 2,600/year
Grade 1 - Grade 8	CA\$ 1,800/year	CA\$ 1,800/year	CA\$ 3,600/year

Preamble and Important Dates for Existing and New Students

- The re-registration period for existing students will start on **17th March 2026** and close on **6th April 2026**. It is essential for all existing students to complete their re-registration within this period (or within the timeline mentioned in the admission acceptance email) by making the necessary alternative program fee payments. If **re-registration is not completed within the specified period, the student's spot will be considered vacant** and may be offered to other applicants
- If a student does not re-register within the specified period and later wishes to enroll, the application will be treated as a **new application** and will be considered only subject to availability of space
- To ensure eligibility for re-registration, all **outstanding fees** and **school dues must be cleared** prior to the commencement of enrollment for the 2026-2027 AY. Any unpaid dues may result in the student's re-registration being declined for the 2026-2027 AY
- Payment of the required portion of the Alternative Program Fee together with completion of the applicable **Pre-Authorized Debit (PAD) Agreement(s)**, as outlined in the Fee Policy and Fee Breakdown section below, **will confirm the re-registration and enrollment of existing students**. No separate enrollment process will be required for existing students (*this provision does not apply to new siblings or new students*)
- Priority** in admission will be extended to **siblings** of students who have successfully completed re-registration
- The sibling and new student registration will commence online at www.greendomeislamicschool.com. Parent(s)/guardian(s)/custodian(s) **registering sibling(s) are encouraged to reference their existing child(ren) in the admission portal**; doing so will automatically place the sibling application on the **priority list**. Please contact the School Administration at greendome.islamicschool@plrd.ab.ca or by calling 403-900-5445 for further information regarding sibling and new student registration. Once a sibling or new student application is accepted, the school will provide further instructions for enrollment to the parent(s)/guardian(s)/custodian(s)

Fee Policy for Existing and New Students

- Registration and/or Re-registration Fee: CA\$ 60.00/student** (this fee is *separate from the Alternative Program Fee and due at Enrollment*)
- Annual Fee:** The Annual Fee is mandatory for all students. This fee covers the core academic curriculum and basic administrative overhead associated with delivering the Alternative Education Program. This fee represents payment for educational services and is **not eligible** for a charitable tax receipt.
- Annual Institutional Development Commitment:** Green Dome Islamic School is a community-supported educational institution operating under Al-Madinah Calgary Islamic Assembly (AMCIA), a registered Canadian charity. Families who enroll their children at Green Dome are encouraged to participate in the Institutional Development Commitment, which supports the long-term sustainability and growth of the Green Dome educational campus. These contributions support the Green Dome Mission, including but not limited to:
 - Islamic education programming
 - campus development and facility improvements
 - curriculum enrichment and student programming
 - long-term institutional sustainability

Eligible contributions toward the Institutional Development Commitment may **qualify for a charitable tax receipt** issued by AMCIA in accordance with Canada Revenue Agency (CRA) regulations.

- Enrolling the 1st/Only Child** (if in *Kindergarten*): To ensure enrollment, parent(s)/guardian(s)/custodian(s) must pay **CA\$ 600.00** on or before enrollment, or by the deadline/timeline mentioned in the admission acceptance email



- **Enrolling the 1st/Only Child (Grades 1-8):** To ensure enrollment, parent(s)/guardian(s)/custodian(s) must pay **CA\$ 1,600.00** on or before enrollment (*for re-registration*), or by the deadline/timeline mentioned in the admission acceptance email (*for new siblings or new students*)
- **Enrolling the 2nd and Additional Child(ren):** To ensure enrollment, parent(s)/guardian(s)/custodian(s) must pay **CA\$ 1,240.00** on or before enrollment (*for re-registration*), or by the deadline/timeline mentioned in the admission acceptance email (*for new siblings or new students*)
- To support families, **the school offers a flexible payment structure for the registration and enrollment fee portion** as outlined in the *Fee Breakdown and Payment Options* section(s)
- The remaining balance of the Alternative Program Fee is payable in installments via **Pre-Authorized Debit (PAD)**. Execution of the PAD Agreement is mandatory and constitutes acceptance of the school's Admission and Fee Policy
- **After making the 1st payment (as outlined in the Fee Breakdown) and completing the PAD Agreement(s)**, parent(s)/guardian(s)/custodian(s) of **new siblings and new students must complete the formal enrollment process. Enrollment is mandatory** (*payment alone doesn't complete the enrollment procedure*). Please contact the School Administration at [greendome.islamicschool@plrd.ab.ca](mailto:green dome.islamicschool@plrd.ab.ca) or by calling 403-900-5445 for further information regarding the enrollment
- The charitable tax receipt for eligible contributions will be issued based on the payor's information provided in the PAD Agreement
- Parent(s)/guardian(s)/custodian(s) are responsible for ensuring that all fees are paid in a timely manner in accordance with this policy. Non-attendance or withdrawal does not automatically cancel financial obligations. In cases of delayed or incomplete payments, the management will review the situation and make decisions in accordance with school policies, and decisions made within those guidelines will be considered final
- If a student withdraws or discontinues after the start of the academic year, parent(s)/guardian(s)/custodian(s), in accordance with this policy, remain financially responsible for fees already incurred and for any remaining portion of the Alternative Program Fee that reflects costs committed or incurred by the school, including staffing, programming, and operational expenses, and recognizing that the student's place cannot typically be filled mid-year
- Any fee adjustments, exceptions, or special arrangements may be considered by the management on a case-by-case basis in accordance with school policy. Decisions related to fees will be made in good faith and will be considered final within the framework of the school's established policies

Discounts

- Sibling and/or Staff Discount: **10%** on the alternative program fee (*excluding the registration/re-registration fee*)
** The sibling discount applies starting from the **second child**, beginning with the child in the higher grade. The first child is not eligible for the discount



FEE BREAKDOWN

For Enrolling the 1st/Only Child (if in kindergarten)

- Alternative Program Fee including Registration/Re-registration Fee: CA\$ 60.00 + CA\$ 2,600= CA\$ 2,660.00
- **Enrollment Fee Payable at Registration/Re-registration:** CA\$ 60.00 + CA\$ 200.00 = **CA\$ 260.00**
- **Remaining Enrollment Fee Payable over the next 2 (two) Months of Registration/Re-registration via PAD Agreement:** 2×CA\$ 200.00 = CA\$ 400.00
- Remaining Balance Payable through 10 (ten) Installments Starting from 1st August 2026 via PAD Agreement: 10×CA\$ 200.00 = CA\$ 2,000.00

For Enrolling the 1st/Only Child (if in Grades 1 - 8)

- Alternative Program Fee including Registration/Re-registration Fee: CA\$ 60.00 + CA\$ 3,600= CA\$ 3,660.00
- **Enrollment Fee Payable at Registration/Re-registration:** CA\$ 60.00 + CA\$ 1,200.00 = **CA\$ 1,260.00**
- **Remaining Enrollment Fee Payable over the next 2 (two) Months of Registration/Re-registration via PAD Agreement:** 2×CA\$ 200.00 = CA\$ 400.00
- Remaining Balance Payable through 10 (ten) Installments Starting from 1st August 2026 via PAD Agreement: 10×CA\$ 200.00 = CA\$ 2,000.00

For Sibling and/or Staff

- Alternative Program Fee including Registration/Re-registration Fee: CA\$ 60.00 + CA\$ 3,240.00= CA\$ 3,300.00
- **Enrollment Fee Payable at Registration/Re-registration:** CA\$ 60.00 + CA\$ 840.00 = **CA\$ 900.00**
- **Remaining Enrollment Fee Payable over the next 2 (two) Months of Registration/Re-registration via PAD Agreement:** 2×CA\$ 200.00 = CA\$ 400.00
- Remaining Balance Payable Through 10 (ten) Installments Starting from 1st August 2026 via PAD Agreement: 10×CA\$ 200.00 = CA\$ 2,000.00

PAYMENT OPTIONS

Payment Procedure for Enrollment Fee Only (Payable at Registration/Re-registration):

- **E-Transfer (recommended):** gdschoolregistration@amcia.org
** please include in Message: **2026-2027 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. In your email, please include: **2026-2027 FEE PAYMENT, Students' full name, and grade(s)**
- **Account Payee Cheque** payable to **Al-Madinah Calgary Islamic Assembly**
** Please include in the Memo: **2026-2027 FEE PAYMENT, Students' full name, and grade(s)**

Payment Procedure for the Balance Alternative Program Fee:

- **Direct Payment from bank account** via **Pre-Authorized Debit (PAD)** agreement (*attached herewith; agreement must be completed without any alteration during the enrollment*)- **A separate PAD agreement is required for each student**
- The balance Alternative Program Fee will be collected in 10 (ten) equal PAD payments starting from **1st August 2026**

Refund Policy

- All fees including the registration/re-registration fee are **non-refundable**

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.