



## TUITION

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- Program tuition is **split into 9 monthly installments of \$65 monthly**; tuition for **M4 (intensive memorization program)** is **\$350 monthly**
- Tuition for **2nd child (\$60), 3rd child or more (\$55)**. Please contact us at [bayan.academy@mascnj.org](mailto:bayan.academy@mascnj.org) to send you the discount coupon
- Tuition is **non refundable**
- Should you wish to enroll in Bayan Academy's courses and require financial support, kindly reach out to us at [bayan.academy@mascnj.org](mailto:bayan.academy@mascnj.org).

## POLICIES AND PROCEDURES

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### Financial Policies

- Registration is conducted online; link to registration is available on the MYCNJ website and on circulating flyers. Registration is processed through a third party
- Registered students will receive a confirmation email once registration is completed and payment is processed
- Credit card information will be retained; the card on file will be **automatically** charged the program's monthly tuition for a total of **9 months starting from registration date**
- Tuition is **non refundable**
- Autopay **can not be stopped** unless there is a special circumstances approved by program committee
- In case of special circumstances, please email us at [bayan.academy@mascnj.org](mailto:bayan.academy@mascnj.org) with reasons for the cancellation request. Requests must be submitted a week before the monthly autocharge date.

For more information and to register, please visit [www.mascnj.org/bayan-academy](http://www.mascnj.org/bayan-academy). For questions please email [bayan.academy@mascnj.org](mailto:bayan.academy@mascnj.org).



## Attendance and Class Policies

- Students must meet the requirements for each class. Class teachers will assess students at the start of the academic year; students will be moved to a different class level if they do not meet the requirements of their currently registered class. Teachers' assessment and relocation - if applicable - does not provide a valid excuse for program withdrawal
- All classes are in-person, no online participation allowed
- Registered students are expected to attend all sessions. Parents/students should inform the class teacher and Bayan Academy administration of any anticipated absences in advance. Non-anticipated absences (e.g. illness) should be also reported. Students should work with their teachers to catch up with any material they have missed
- Students with more than **three unexcused absences** will be withdrawn from the program
- Students are expected to arrive early before class time
- Parents of children under 12 are advised to stay at the center during class time
- Students must be dropped off and picked up from the second floor of the building. They must be picked up promptly at the end of class time. No before or aftercare is provided. Students left in the center before or after class time are the sole responsibility of their parents
- Students are requested to follow the following guidelines when they come to class:
  - Obey code of conduct and comply with Islamic guidelines
  - Have Wudu and follow Islamic dress code to the best of their ability
  - Bring their *Mus'haf*, a notebook and assigned book for *Qaedah Nooraneyah* (if applicable).

For more information and to register, please visit [www.mascnj.org/bayan-academy](http://www.mascnj.org/bayan-academy). For questions please email [bayan.academy@mascnj.org](mailto:bayan.academy@mascnj.org).