



IEAF: Academic Year 2022-2023

IEAF Pre-Application Acknowledgements

By submitting an application for tuition assistance (TA) to the Islamic Education Fund Committee (IEAFC), I acknowledge and accept the following (each item must be initialed):

_____ Any document I submit in support of the application will not be returned to me. If by mistake, the only copy of a document is submitted, the applicant may ask the school staff to make a copy of the document on the school premises for a nominal copy charge per page. There is no guarantee on the time frame within which such a copy can be made available to the applicant.

_____ Failure to provide the required documentation will delay processing of my application.

_____ **I acknowledge that I am responsible for full tuition payment until my application is processed and I am approved for tuition assistance.**

_____ If TA is approved, I agree to keep my IEAFC award letter and its terms strictly confidential. Failure to do so will result in the termination of my award.

_____ **Submission of an application does not guarantee a tuition assistance award. Even if the IEAFC asks me for additional documentation and follow up information, it still does not guarantee a tuition assistance award.**

_____ I agree to read the application packet carefully and agree to all its terms and **note that some fees are non-refundable even if tuition assistance is denied.**

_____ If I am awarded tuition assistance, I agree to repay to Good Tree Academy, the tuition assistance award, if and when I am financially able to do so.

The IEAFC will not review applications if each item above is not initialed and this form is not signed and dated.

Signature of Father Date

Signature of Mother Date



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Islamic Education Assistance Fund Policy and Procedures

2022-2023

Statement of Non-Discrimination

Good Tree Academy is operated on a non-discriminatory basis, according equal treatment and access to services without regard to gender, race, color, national origin or ancestry in the administration of its admission and educational policies, scholarship and financial aid programs, or other school administered programs.

Statement of Confidentiality

Only the Good Tree Islamic Education Assistance Fund Committee (IEAFC) members are to review and be privy to the applicant's financial information. The school administrative staff will be aware of only the final award amount for tuition collection record keeping purposes.

Policies/procedures may change at any time. New applications will be processed based on policies/procedures in effect at the time of application submission.

ieafc@goodtreeacademy.org

Need Based Islamic Education Assistance

Tuition assistance is need based. Thus only families facing financial hardship should apply for tuition assistance. Students receiving tuition assistance must meet minimum academic and behavior criteria to continue to be eligible to receive tuition assistance.

- A student must be accepted to apply for tuition assistance if the student is new to Good Tree. Exceptions may be made depending on special circumstances.
- **Non-refundable (regardless of whether tuition assistance is awarded or not)** admissions and re-enrollment fees must be paid prior to applying for tuition assistance. **These fees are already discounted to being 50%** of the fees in effect for regular admissions or re-enrollment. No further discounts can be offered for these fees. Book/technology fees are already incorporated into the monthly IEAF payments and thus no upfront payment is needed for these. However, the nominal



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supply list fee must be paid in full if supplies are ordered through the school. No further discounts can be offered for this fee.

- The new family commitment fee will be incorporated into the tuition assistance award package—no separate payment is necessary for this.
- If the student is a **returning** Good Tree student he/she must re-enrolled for the academic year for which the tuition assistance application is submitted. **A returning student must not have any unpaid balances from the prior academic year in order to be eligible for tuition assistance**

IEAF Award

The tuition assistance is awarded annually. New applications must be submitted every academic year in accordance with the guidelines applicable at the time. The award provides for a fraction of the tuition and materials/technology fees for the academic year for which it is awarded. This fraction is dependent on the financial status of the student's family. In order for the assistance to become official, the award acceptance letter must be signed by both parents indicating agreement with the terms of the award. The signed letter must be returned within the time period noted.

Statement on the Source of Tuition Assistance Funding

The tuition assistance will be funded, in part or its entirety, from general donations made to YZK Institute / Good Tree Academy, Zakah donations made to the organization, or from any income the organization may have. As the tuition assistance awarded to a student funds the operations of a Qur'anic School (via instruction of the student).

Applicant Qualifications / Eligibility and Continuation

Family income and family size are the primary criterion determining assistance eligibility. The income and family size are mapped into approved awards providing tuition/fee discounts. The financial status of the family applying must be rigorously documented based on all the documentation requested as part of the tuition assistance application.

Starting in 2022-2023 eligibility will be subject to the following

- **A maximum of 2 children per family can be awarded tuition assistance**

In addition, students receiving assistance must meet minimum academic and behavioral standards to continue to receive awards such that they are not on academic or behavioral probation. The IEAFC will consult the school administration to determine if such standards are being met based on report cards and other student reports.



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Extenuating circumstances such as loss of employment may be considered. Special skills may be volunteered to offset tuition assistance costs commensurate with an agreed upon rate for such services and only where such services will meet an existing need in the school. However, under no circumstances can such an arrangement apply to more than 50% of the tuition assistance awarded.

Students whose family account has an unpaid balance from the prior academic year will **not** be eligible to apply for tuition assistance

Tuition assistance is subject to availability. Good Tree can provide no guarantee of approving tuition assistance.

Once assistance has been awarded, Good Tree may ask as frequently as every 3 months, for a family to recertify, with the signature from both parents, that the family financial situation has not improved. Failure to promptly return the recertification form will result in a discontinuation of the tuition assistance award.

Revisions to Tuition Assistance

Although Good Tree realizes that the financial situation of families could be adversely affected during the school year it may not be possible to increase awards for families who were already awarded tuition assistance or provide assistance to new applicants after the tuition assistance budget has been exhausted. In such cases, account balances will not be automatically waived. However, Good Tree will work with families to set up a payment arrangement which will alleviate financial hardship imposed by immediate remediation of the account balance. Parents are responsible for contacting the Good Tree office to work out a suitable payment arrangement with Good Tree.

Islamic Education Fund Committee (IEAFC)

The Good Tree board will appoint an Islamic Education Fund Committee (IEAFC) to evaluate the tuition assistance applications to determine and verify income eligibility of the students' family. To maintain maximum confidentiality of applicant information, only members of the IEAFC will review the financial documentation provided by the applicants, unless a specific case merits overall board attention. **No individual at Good Tree regardless of his or her volunteer, employment, or board position can commit tuition assistance award or make an offer to commit tuition assistance. Only the Good Tree IEAFC collectively can make a determination of tuition assistance based on the proper application and documentation.**

Correspondence with the IEAFC



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You can correspond with the IEAFC by dropping off correspondence in a **sealed** envelope to the Good Tree office. Please ensure the envelope is addressed to:

Attn: Good Tree IEAFC

(above is the recommended method)

You can also mail any written correspondence to

Good Tree Academy
Attn: Good Tree IEAFC
P.O. Box 850994
Richardson, TX 75085

Include your name and the names / grades of your children at Good Tree in all written correspondence to ensure proper referencing of your information and application.

To maintain the confidentiality of your financial information, only members of the Good Tree IEAFC view your detailed application information. However, the IEAFC will rely on the Good Tree administration office to ensure the checklist of information is complete and to facilitate the communication of information to you and/or obtain clarification of your application.

General questions and some simple matters may be addressed via email. The IEAFC email is:

ieafc@goodtreeacademy.org

Guidelines and General Instructions

- Please take your time to fill out the application. All information must be filled out. If you think an item does not apply to you, please state that and why. **Items should not be left blank.**
- **Tuition assistance applications are evaluated only when a student is admitted to Good Tree**
- New tuition assistance applications must be submitted every academic year. If tuition assistance is awarded, it is not automatically renewed for the following year.
- Tuition assistance awards may be derived from general donations or donations intended for Zakah
- **Ensure that all documentation is submitted per checklist. The Good Tree staff member liaison to the IEAFC will go over the checklist page with you before accepting your application packet.**
- If unemployed, state what unemployment benefits you are receiving. Submit detailed employment history for the year and last 3 pay stubs prior to unemployment, letter of termination from employer, unemployment check and/or application for unemployment compensation.
- For submitted tax returns, ensure all schedules, pages, supporting documents are attached. If parents did not file jointly and both parents filed separately, include returns for both parents. Please note that tax



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return information will be considered only for the return(s) filed by the parents of the student. Returns must be signed by both parents.

- Ensure that income from all income sources is listed on the corresponding box of the application, even if all the income does not appear on the pay-stubs. If self-employed, include all business income.
- Ensure that all bank statements submitted are for the same statement period / activity period.
- If you are traveling while your application is pending, please ensure that you can be reached promptly in case any clarifying information is needed about your application. If you are traveling overseas, you must be reachable via email to provide the clarifying information.

Good Tree IEAF Timelines / Deadlines

- (1) Completed financial aid applications should be submitted no later than May 31st 2022.**
- (2) Tuition assistance will be awarded on a first come first serve basis depending on the availability of funds for tuition assistance.**

Award Dates

Completed applications will generally be processed within 2/3 weeks of receipt of the completed application assuming no further clarifying information is required. It may take longer depending on IEAF meeting schedule relative to when the completed application was received.

Post Award Deadlines

If a family is awarded tuition assistance the parents must return the signed award letter, indicating agreement to the terms of the award, within one week of receiving the award letter. Failure to sign and return the letter may jeopardize the award. In addition, other deadlines in responding to other correspondence from the Good Tree IEAFC should be observed.



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Good Tree IEAF Application Checklist

Name of Student's Father

Name of Student's Mother

File 20__ # _____

The application will not be accepted by the Good Tree office until every piece of documentation requested is received and the corresponding item checked off. The receipt date for the application will be noted as the date when the checklist is completed.

Document Checklist:

____ Current year and last year's federal income tax return. Include return for both parents if not filed jointly. Ensure all supporting schedules / documents are also submitted. Ensure returns are **signed by both** parents if filing jointly, or the separate returns signed by the respective parent if filed singly.

____ Current year and last year's W-2 for both parents.

____ Pay stubs for both parents for last 3 months. If monthly, submit 3 stubs, if bi-weekly, submit 6 stubs, etc.

____ Last 6 months statement for **ALL** bank / brokerage accounts where name of father, mother, or children appear, including any business bank statements if self employed. All statements must be for the same statement period / activity period. DO NOT TURN IN MERE COMPUTER TRANSACTION PRINTOUTS. ACTUAL STATEMENT COPIES MUST BE PROVIDED.

____ Copy of rental agreement documenting rental payment.

____ Copy of house payment statement for the last 3 months or last 3 months cancelled checks for documenting house payments.

____ If renting, signed permission form (p11 of this packet) to allow the IEAFC to obtain information directly from the landlord. If receiving government housing assistance, copy of assistance letter / statements.

____ If currently unemployed, submit detailed employment history for the year and last 3 pay stubs prior to unemployment, letter of termination from employer, unemployment check and/or application for unemployment compensation.

____ Is all information entered on both pages of the application form ? Ensure no items are left blank.

____ Are both pages 9 and 10 of the application packet signed by father and mother ?



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Good Tree IEAF Application**

Office Use Only: Date Checklist Completed _____ New Good Tree family? ___Yes___No File 20__-# _____

Name of Student's Father: _____ SS# _____

Home Address: _____

Home Phone: (____) _____ Work Phone: (____) _____ Cell Phone: (____) _____ email: _____

Self Employed (yes/no) ____ If No, Employer's Name & Address: _____

Position: _____ Gross Monthly income from ALL sources: _____ From CASH Sources: _____

Supervisor's Name: _____ Supervisor's Phone: _____

Name of Student's Mother: _____ SS# _____

Home Phone: (____) _____ Work Phone: (____) _____ Cell Phone: (____) _____ email: _____

Self Employed (yes/no) ____ If No, Employer's Name & Address: _____

Position: _____ Gross Monthly income from ALL sources: _____ From CASH Sources: _____

Supervisor's Name: _____ Supervisor's Phone: _____

List all your children **who live in your household** (each box must be completed). Make sure proper boxes checked for students applying for aid.

Child's Full Name	Age	Date of Birth	Child's Soc Sec.	Enrolled at Good Tree ?	Grade for 2022-2023 if Good Tree student	Applying for Assistance ?

For children applying for aid, how much are you willing to pay **per child per month** ? _____

Certification Signature: **(both parents must sign)**

I hereby certify that all information provided as part of this tuition assistance application is accurate and true.

Father: _____ Date _____

Mother: _____ Date _____



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Other Benefits and Assets Certification**

1. List any government assistance programs (e.g. Food stamps, WIC, section 8 housing assistance) you are currently enrolled in and monthly \$ benefit: _____

2. Do you own/lease your house/apartment used as a primary residence ? _____

3. Value of residence (if own) _____ Monthly Payment or Rent : _____

4. List all cars/vehicles that you own and their monthly payment(s).
 (1) _____ (2) _____ (3) _____

5. Information on regular bank or brokerage accounts on which father's name, mother's name or children's name appear.

Account Number	Institution Name	Account Holder Names	Current Balance	Is This Also an Investment Account ?

Use additional sheets of paper if necessary.

6. Assets of father:

7. Assets of mother:

Assets include stocks, mutual funds, vested stock options, other securities / investments, trust funds, value of investment real estate property owned, business inventory, etc.

Certification Signature: **(both parents must sign)**

I hereby certify that all information provided as part of this tuition assistance application is accurate and true.

Father: _____ Date _____

Mother: _____ Date _____



**IEAF: Academic Year 2022-2023
Landlord Information Request Permission Form**

We hereby certify that we are giving the Good Tree Academy Islamic Education Assistance Fund Committee (IEAFC) permission to obtain a copy of our rental application and supporting documents directly from our landlord. The information request may be sent to the landlord by school staff acting on behalf of the IEAFC. However, the landlord is requested to send a copy of the application and supporting documents directly to the IEAFC. The landlord's information is provided below.

IEAFC Applicants

Father (print name and sign) Date

Mother (print name and sign) Date

Landlord Contact Information:

Name:

Address:

Email:

Phone:

Instructions to Landlord: Please return a copy of the tenant's rental application and supporting documents which verify tenants ability to pay the prescribed rent (such as copy of paystubs) directly to the IEAFC. Information can be emailed or sent my postal mail. If sending via email, please black out the tenant's social security numbers from any document copies. Thank you for your help and cooperation.

Good Tree Academy
Attn: IEAFC
3600 K Ave, Plano, TX 75074.

Email: ieafc@goodtreeacademy.org