

Tarteel Academy Policies & Guidelines 2022 – 2023

The following are the policies and guidelines for Tarteel Academy. We expect all students to abide by these guidelines. If you have a child under 18 registered for a course, we ask that a parent please review these guidelines with them in detail.

- On-site classes will be held inside MCGP. Students are expected to follow all etiquettes and rules of the Muslim Center of Greater Princeton.
- There is a dress code. It must be modest clothing. Girls are recommended to wear hijabs. Please no shorts, jerseys, graphic t-shirts or other distracting clothing.
- Students are expected to adopt the highest code and ethic of Islamic behavior at all times.
- Students are expected to attend all classes. If an individual has more than 3 un-excused absences, we will send a warning letter to them/their parents. One more un-excused absence after the warning and the student will be withdrawn from the school with no refund. We have a long waitlist and need to accommodate students who will be making a commitment to attend.
- ****REFUND POLICY**** Registration and tuition fees are not refundable. If you need to withdraw due to an emergency or unforeseen circumstance, you must e-mail tarteel@themuslimcenter.org with a detailed explanation requesting a refund. All requests will be reviewed on a case-by-case basis and decision will be made by the MCGP Board & Director of Tarteel Academy.
- If you are registering for a payment plan, you must register using a credit card and we will auto-deduct the tuition on the payment due date. If you fall behind in payments and do not make tuition payments we reserve the right to withdraw your enrollment without a refund.
- Please arrive 10 minutes before class. All students should have wudu. Please make wudu before class.
- Please come to class prepared to do your best and remember the virtue of learning the Holy Qur'an. You should participate in all sessions and completed requested reading and memorization assignments.
- For the children and youth, please note that in order for students to succeed, participants may be required based on their age and level to memorize additional 'Suras' at home which may require parental involvement and supervision.
- If you need absolutely need to miss a class, please e-mail tarteel@themuslimcenter.org and ensure you discuss with Sh. Ismael the make-up work so you are caught for your next class.
- If parents or students have any issues or concerns, please do not disturb the teacher during class hours. Please e-mail and set up an appointment to speak to the teacher.
- There is no aftercare program. You must pick up your children when the class is over. They should not be left un-attended as MCGP is not responsible for your child once the

designated session they have registered for is over.

- Tarteel Academy has been using an industry standard registration software provided by Active.com. This software allows for secure payments and transmission of private and confidential data through their registration forms. As a third-party software they give options to purchase additional services and offers for their own products or coverage. These are not associated with Tarteel Academy, and you have the option to select "No" when you are at the check-out screen. Please review all details when you are checking out. If you purchase any of the additional items Active.com is offering you then Tarteel Academy is not responsible for those charges. We also cannot process any refunds and you will need to contact Active.com customer service directly for a refund.