



## Schedule I: Al-Khair Preparatory & Secondary Schools Fees Policy

### 1. Registration

A non-refundable registration fee of **£60** is payable on submitting an admission registration form. The registration form will not be processed by the school if the registration fee is not included. The Registration fee is a one off payment to cover the administrative cost for admission test, interview and other administrative procedures. This must be paid at the time of submitting the application.

### 2. Deposit

After the entrance test and subsequent interview, any offer of a place for your child at the School is accepted by the written confirmation and paying the deposit. An Advance deposit of **£800** must be paid to confirm your child's place and before the child can start attending the school. In the case of application withdrawal (by the parents), the Advance Deposit is refundable when a written cancellation is received within 7 calendar days from the date of the acceptance offer letter issued by the school.

The deposit held will be refunded or go towards the payment for the last term the child is at the school provided a full term's notice (four months) has been given in writing prior to your child leaving the school. (Please refer to section 8 below).

Each person who has signed the Acceptance Form is liable for the whole of the fees due and any supplemental charges. The persons who have signed the Acceptance Form remain liable to the School for the whole of the fees and supplemental charges due, unless the School has agreed in writing to look exclusively to any other person for payment of the fees or any part of them.

Where two parents have signed the Acceptance Form, one of them may withdraw from the contract with the School by submitting a term's notice provided they have obtained the prior written consent of both the School and the remaining parent.

### 3. Tuition Fees

Al-Khair School is a fee paying Independent Islamic Preparatory & Secondary School. The school is solely financed by tuition fees. The school is fully registered with DFES. Therefore, anyone wishing to send his/her child to Al-Khair Schools is liable to pay the full fees according to agreed terms & conditions in the Schedule I: Al-Khair School Fee Policy.

- **Preparatory Tuition Fees are £4720 for the academic year Sep 2019- Aug 2020 with the following discount rates:**

Child No	Discount %	Payable Fees %
Child 1 (Eldest)	0%	100%
Child 2	10%	90%
Child 3	15%	85%
Child 4 or more	20%	80%



**Please note, Preparatory Tuition Fees would be £5100 per pupil for the academic year Sep 2020 to Aug 2021.**

- **Secondary Tuition Fees are £5200 for the academic year Sep 2019- Aug 2020 with the following discount rates:**

<b>Child No</b>	<b>Discount %</b>	<b>Payable Fees %</b>
Child 1 (Eldest)	0%	100%
Child 2	10%	90%
Child 3	15%	85%
Child 4 or more	20%	80%

**Please note, Secondary Schools Tuition Fees would be £6000 per pupil for the academic year Sep 2020 to Aug 2021.**

All the costs incurred in the usual course of the education by the School of your child, including the provision of any necessary educational materials, shall be met by the fees unless otherwise notified by the School.

If a student joins the school during term time e.g., between September and December, parents have to pay a full term's fee which is non-refundable.

All fees are reviewed annually and a periodical increase may be applied with a terms notice. We shall endeavour to give at least a term's notice of any increase in the fees due for a particular term and in any event shall give you notice of any such increase not later than the final day of the preceding term. Parents will be informed of annual fee increases by March of every academic year with the increase coming into effect in September of every academic year. If we give you notice of an increase in fees which exceeds 10%, you will be entitled to withdraw your child from the start of the following term without giving a term's notice or paying fees in lieu, provided that you give notice of the withdrawal within 21 days from the date when notice of the increase in fees is given.

Additional charges are payable for extra-curricular activities such as school trips, certain school events and etc. Such extra-curricular activities in which you agree your child may participate shall be deemed to be supplemental to items met by the fees and charged for accordingly. In particular, all public examination charges and any additional charges incurred by the School in providing for the special educational needs of your child shall be charged as supplemental to the fees. Parents will be notified as these charges become payable.

When your child leaves the school, if there are any outstanding fees remaining the school reserves the right to withhold GCSE/GCE results, internal exam results and progress reports until the outstanding balance has been fully cleared.

If enrolment is completed before and including the 15th of the month, full monthly fees will be charged. For enrolment between the 16th to the 31st of the month fees will be reduced to 50% for that particular month.



If your child is admitted before the half term of the Summer Term the full term's fees will be charged. However, if your child is admitted after the half term you will be invoiced for the remaining term months only.

#### 4. **Payment Schedule**

For the smooth running of the school, the parents are strongly advised to make full payments at the beginning of the Academic year i.e. by 1<sup>st</sup> September. However, in difficult circumstances, parents would be allowed to pay in three termly instalments; first instalment by 1<sup>st</sup> September, second instalment in 1<sup>st</sup> January & third instalment by 1<sup>st</sup> April. If that is still difficult then the third and final option is 12 equal monthly instalments by standing order with 1<sup>st</sup> payment due from 1 September and tenth and last payment due by 10<sup>th</sup> August.

- Annually: Full years' tuition fee payment by 1<sup>st</sup> September
- Termly: 3 equal instalments due by the 1<sup>st</sup> September, 1<sup>st</sup> January, 1<sup>st</sup> April
- Monthly (over 12 months): 12 equal instalments by standing order with 1<sup>st</sup> payment due from 1 September and tenth and last payment due by 10<sup>th</sup> August.

#### 5. **Payment Methods**

All fee MUST be made by Direct Debit, Standing Order, Bank Transfer. Card and Cash payments are **NOT** accepted. For the tuition fee, please contact finance team on [accounts@alkhairschool.org.uk](mailto:accounts@alkhairschool.org.uk) to obtain your payment reference for making payments online or via standing orders.

#### 6. **Recovery of unpaid fees**

We reserve the right to refuse to allow your child to attend the School or to withhold any references, certificates, information and property while fees remain unpaid or there is a persistent default in relation to supplemental charges. We may ask you to pay surcharges that the school has accrued as a result of your late payment. You consent to our informing any other school or educational establishment to which you propose to send your child of any outstanding fees.

Non-payment of fees will result in the immediate implementation of the school's debt collection procedures which will result in your child's exclusion from school, and may subsequently result in the permanent withdrawal of your child's / children's place at the School which will be offered to someone on our waiting list. If this happens to re-admit your child, you will have to pay admission fee of £150 and the arrears in full. Continued non-payment may result in referral of your account to our chosen third party debt collection agency or company / legal firm specialising in school fee recovery. We reserve the right to subsequently pursue legal action and to notify Credit Reporting Agencies of non-payment.



We will pursue parents for non-payment of fees and parents assume full responsibility for all costs related to the pursuit of fees including but not limited to legal fees, and any additional costs incurred in that process.

The school may disclose facts regarding unpaid fees to the new school that the child (children) attend or proposes to attend.

## **7. Reduction or refund of fees**

Fees will not be refunded or waived for absence through sickness, or absence due to term time holidays, or other authorised leave of absence. In the event that your child takes study leave at home before or during public examinations or stays at home following those examinations no reduction of fees will be made in respect of such periods spent at home.

There will be no refund of fees if a child is removed permanently from the school on the basis that his/her conduct has been unsatisfactory (whether on or off school premises, or in or out of term time), or has been prejudicial to the good order or reputation of the school, and that the continued presence of the child is incompatible with the interest of the school. There will be no refund of fees in these circumstances (and all unpaid fees must be settled) and fees in lieu of notice will not be charged.

If under the School Disciplinary Procedures, the Head exercises his/her discretion to require you to remove or may suspend or expel your child from the School, you will not be entitled to any refund or remission of fees or supplemental charges due (whether paid or payable). In such circumstances the charging of fees in lieu of notice and any refund will be at the Head's discretion.

As the School's affairs are organised on a termly basis it is not possible for you to reduce the amount of fees due or to obtain a refund of fees by withdrawing your child or by your child's ceasing to participate in an activity part-way through a term.

## **8. Written Notice Period**

Parents / guardians must give a term's written notice by email to [primaryattendance@alkhairschool.org.uk](mailto:primaryattendance@alkhairschool.org.uk) for Preparatory School and to [secondaryattendance@alkhairschool.org.uk](mailto:secondaryattendance@alkhairschool.org.uk) for secondary schools before withdrawing their child / children from the school or a term's fees will be payable in lieu.

If you wish to withdraw your child from the School (other than at the normal leaving date) you shall either give a term's written notice to that effect or shall pay to the School a term's fees in lieu of notice, at such rate as would have been charged for the final term of provision if a term's notice had been given. In cases where notice is not given, the appropriate sum in lieu of notice will become due and owing to the School as a debt on the first day of the term which would have been the final term of provision if a term's notice had been given.

If you wish to withdraw your child from an activity charged for as supplemental, you shall either give a half term's notice to that effect or shall pay to the School a half term's charges for the activity in which your child has ceased to participate.



Written notices received in the first week of a term for the next term will be accepted. Notices handed in after the first week for the next term will not be classed as being received a term in advance and therefore a full term's fees will be payable.

Only written notices emailed to the relevant school will be deemed valid and those notices given orally, to any member of staff (including staff from the senior management team), will not be accepted.