

## FEE TERMS & CONDITIONS

This document sets out a binding agreement between the School and the parents/guardians of any student enrolled at either Islamia Girls' School or Brondesbury College in relation to the School Fees.

### 1. The School Fees

- 1.1. Fees mean School Tuition Fees.
- 1.2. The Fees are currently £6,900 per academic year.
- 1.3. It may be necessary to increase fees from time to time and, where practicable, a terms notice will be given.
- 1.4. Parents must note that School Tuition Fees will not be the only item that must be paid for. There will be other items such as uniforms, textbooks, any sporting equipment, instruments or indeed any other item that is altogether necessary for a student's education. The Fees referred to in this document will not include such items which must be paid for separately.

### 2. Payment Dates

- 2.1. Parents have 2 Options for the payment of Fees and are required to pay the Fees as set out below.
- 2.2. Any arrangement for payment by instalments (termly or monthly) may be cancelled by Islamia Schools Limited should parents fail to meet their commitments. Upon cancellation, any outstanding fees shall become payable immediately.

#### 2.3. Option 1: A Terms fee in advance followed by two Termly payments

Parents will pay one term fees in advance by 30<sup>th</sup> June, followed by two instalments.

Academic Period	Amount Due	Due Date	Payment Method
1 <sup>st</sup> Term (September - December)	£2,300	30 <sup>th</sup> June	Cheque / Standing Order
2 <sup>nd</sup> Term (January – March)	£2,300	31 <sup>st</sup> October	Cheque / Standing Order
3 <sup>rd</sup> Term (April – July)	£2,300	15 <sup>th</sup> February	Cheque / Standing Order
<b>For Year 11 Students</b>	<b>£2,300</b>	<b>15<sup>th</sup> December</b>	<b>Cheque / Standing Order</b>

#### 2.4. Option 2: A Terms fees in advance followed by 8 monthly payments

Parents will pay one term fees in advance by 30<sup>th</sup> June, followed by 8 instalments. Payment will be due on the 15<sup>th</sup> of each calendar month from July – February.

Academic Period	Amount Due	Due Date	Payment Method
1 <sup>st</sup> Term (September - December)	£2,300	30 <sup>th</sup> June	Cheque / Standing Order
Installment 1	£575	15 <sup>th</sup> July	Standing Order
Installment 2	£575	15 <sup>th</sup> August	Standing Order
Installment 3	£575	15 <sup>th</sup> September	Standing Order
Installment 4	£575	15 <sup>th</sup> October	Standing Order
Installment 5	£575	15 <sup>th</sup> November	Standing Order
Installment 6	£575	15 <sup>th</sup> December	Standing Order
Installment 7	£575	15 <sup>th</sup> January	Standing Order
Installment 8	£575	15 <sup>th</sup> February	Standing Order

### 3. Payment Methods

#### 3.1. Cheque:

- 3.1.1. A cheque is acceptable if parents choose Option 1 or Option 2. In the case of Option 2, a cheque will only be accepted for the first term instalment.
- 3.1.2. When paying by cheque the payment must be cleared by the due date. This means that any cheques must be received at least 4 working days before the deadline date, in order for the cheque to clear by the bank.

3.1.3. If a cheque bounces, parents will be liable for a bank and admin charge of £10.

3.2. **Standing Order:** This is the preferred method of payment. Parents must fill out our Standing Order Mandate and provide a copy of the Mandate to the school Secretary (the original must be given to the bank).

**Bank Transfer:** This payment method is applicable for Option 1 or In the case of Option 2, a bank transfer will only be accepted for the first term instalment.

3.3. Parents must note that we do NOT accept payment by cash.

#### 4. How to Secure a Placement at The School

To secure a place for a student for the following academic year, a parent must pay the one term's fee in advance by 30<sup>th</sup> June.

#### 5. Inability to Pay Full Fees

The School expects parents to meet their obligations in full and without exception. Parents may choose to apply for financial support privately to outside aid agencies; however it is not the responsibility of the School and will not be accepted as a reason for any delay in payments.

#### 6. Missing a Payment Deadline

6.1. Fees are due on the dates set out clearly above. In the event a payment is missed, parents are notified that the student will immediately be excluded from the beginning of the following term until payment has been cleared. This will apply even during examination times.

6.2. If parents are not up to date in all payments by the dates below, a £25 admin charge will apply which will not be removed and will automatically become part of the School Fees.

- 15<sup>th</sup> July for the first term's fees
- 30<sup>th</sup> November for the second term's fees
- 28<sup>th</sup> February for the third term's fees

#### 7. Sibling Discounts

Parents sending more than one child to the school will be entitled to a sibling discount. These discounts will apply to all students, whether at the Islamia Girls' School or Brondesbury College.

1 <sup>st</sup> Student	2 <sup>nd</sup> Student	3 <sup>rd</sup> Student and more
Full fees payable	25% discount	40% discount
<b>If students/siblings are in Islamia Girls' School &amp; Brondesbury College</b>		
12.5 %	12.5%	40% discount

#### 8. Administration Charge When Enrolling A Student For The First Time

Parents are required to pay a non-refundable Administration Charge of £200 per student when first admitted to the school.

#### 9. Fees Refund

9.1. Parents must give a full term's notice in writing to the Head Teacher before withdrawing a student from the school. This is the only case where parents are entitled to a refund.

9.2. Fees will not be refunded or waived for absence through sickness or if a term is shortened or a vacation extended or if a student is sent home before the normal end of term or for any other reason.