

# ISLAMIA SCHOOLS

## DEPOSITS & FEES TERMS & CONDITIONS FOR 2020-2021

This document sets out a binding agreement between the Parents of any Student enrolled at either Islamia Girls' School or Brondesbury College (hereinafter referred to as the 'School') in relation to the School's deposits and tuition fees.

### 1. The School Tuition Fees

- 1.1. Fees mean the School's tuition fees.
- 1.2. The fees are currently £7,500 per academic year, which will be invoiced on a termly basis.
- 1.3. Every effort is made to give a full term's notice of fee increases but the School reserves the right to increase the fees without notice if necessary.
- 1.4. Fees may be adjusted once a year in September.
- 1.5. Parents must note that fees will not be the only item that must be paid for. There will be other items such as uniforms, specialist subject books, supplies and equipment, examinations, trips, any sporting fixtures and 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, all of which must be paid for separately.

### 2. Payment Dates

- 2.1. Parents have 3 Options for the payment of fees and are required to pay the fees as set out in the options below:

#### OPTION 1: A Years Fees in Advance

Parents will pay one years fees in advance by 28 August (Covid-19 adjustment), as set out in Table 1 below. Parents opting to pay using this Option must notify the Accounts Department via email to [accounts@islamiaschools.com](mailto:accounts@islamiaschools.com) by 1 August to enable an invoice to be issued and Payment to be set up. A set processing fee of £40 will be applied to the invoice for those paying by Credit Card.

ACADEMIC PERIOD	AMOUNT DUE	DUE DATE	PAYMENT METHOD
<b>Term 1, Term 2, Term 3</b> (September - July)	£7,500.00	<b>28 August (Covid adjustment)</b> <i>30 June (normal)</i>	Credit Card or Paypal

Table 1

#### OPTION 2: A Terms Fees in Advance Followed by Two Termly Payments

Parents will pay one terms fees in advance by 28 August (Covid-19 adjustment), followed by two instalments as set out in Table 2 below. A set processing fee of £40 will be applied to each term's invoice for those paying by Credit Card.

ACADEMIC PERIOD	AMOUNT DUE	DUE DATE	PAYMENT METHOD
<b>Term 1</b> (September - December)	£2,350.00	<b>28 August (Covid adjustment)</b> <i>30 June (normal)</i>	Credit Card or Paypal
<b>Term 2</b> (January - March)	£2,500.00	<b>15 December (Covid adjustment)</b> <i>31 October (normal)</i>	Credit Card or Paypal
<b>Term 3</b> (April - July)	£2,650.00	<b>15 April (Covid adjustment)</b> <i>15 February (normal)</i>	Credit Card or Paypal
<b>Term 3</b> <b>Year 11 Students</b>	<b>£2,650.00</b>	<b>15 March (Covid adjustment)</b> <i>15 December (normal)</i>	Credit Card or Paypal

Table 2

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## OPTION 3: A Terms Fees in Advance Followed by Eight Monthly Payments

### For Students in Years 7 to 10:

Parents will pay one terms fees in advance by 28 August (Covid-19 adjustment), followed by eight instalments as set out in Table 3 below. Payment will be due on the 15th of each calendar month from September - April.

### For Students in Year 11:

Parents will pay one terms fees in advance by 28 August (Covid-19 adjustment), followed by seven instalments as set out in Table 3 below. Payment will be due on the 15th of each calendar month from September - March.

Parents who wish to pay by Direct Debit must notify the Accounts Department via email to [accounts@islamiaschools.com](mailto:accounts@islamiaschools.com) by 1 September to enable the Direct Debit mandate to be processed in time. A set processing fee of £35 will be applied to each term's invoice for those paying by Direct Debit.

ACADEMIC PERIOD (for Students in Years 7 to 10) (for Students in Year 11)	AMOUNT DUE	DUE DATE	PAYMENT METHOD
<b>Term 1</b> (September - December)	£2,350.00	<b>28 August (Covid adjustment)</b> <i>30 June (normal)</i>	Credit Card or Paypal
<b>Instalment 1</b> (Term 2: January - March)	£625.00 <b>£625.00</b>	<b>15 September (normal)</b>	Direct Debit
<b>Instalment 2</b> (Term 2: January - March)	£625.00 <b>£625.00</b>	<b>15 October (normal)</b>	Direct Debit
<b>Instalment 3</b> (Term 2: January - March)	£625.00 <b>£625.00</b>	<b>15 November (normal)</b>	Direct Debit
<b>Instalment 4</b> (Term 2: January - March)	£625.00 <b>£625.00</b>	<b>15 December (normal)</b>	Direct Debit
<b>Instalment 5</b> (Term 3: April - July)	£662.50 <b>£883.33</b>	<b>15 January (normal)</b>	Direct Debit
<b>Instalment 6</b> (Term 3: April - July)	£662.50 <b>£883.33</b>	<b>15 February (normal)</b>	Direct Debit
<b>Instalment 7</b> (Term 3: April - July)	£662.50 <b>£883.34</b>	<b>15 March (Covid adjustment)</b> <i>(new one-off addition)</i>	Direct Debit
<b>Instalment 8</b> (Term 3: April - July)	£662.50	<b>15 April (Covid adjustment)</b> <i>(new one-off addition)</i>	Direct Debit

Table 3

2.2. Any arrangement for payment of fees by instalments (monthly) may be cancelled by Islamia Schools should Parents fail to meet their commitments to the School. Upon cancellation, any outstanding fees shall become payable immediately.

### 3. Payment Methods

#### 3.1. By Direct Debit:

3.1.1. This is the School's preferred method of payment if Parents choose to pay the fees using Option 3 as indicated in Table 3 above.

3.1.2. Parents who wish to pay by Direct Debit must notify the Accounts Department via email to [accounts@islamiaschools.com](mailto:accounts@islamiaschools.com) by 1 September to enable the Direct Debit mandate to be processed in time. A set processing fee of £35 will be applied to each term's invoice for those paying by Direct Debit.

## 3.2. **By Credit Card:**

3.2.1. This payment method is acceptable if Parents choose to pay the fees using Option 1 and Option 2 as indicated in Table 1 and Table 2 above.

3.3. The School does not accept payment by cash or by cheque.

## 4. **How to Secure a Place at The School Each Academic Year**

4.1. A Student's place on the School roll is not guaranteed to continue automatically at the end of each academic year.

4.2. In order to secure a place for a Student for the following academic year, Parents must pay one term's fees in advance by 28 August (Covid-19 adjustment). Failure to do so may result in the Student's place being offered to another Student on the School's waiting list.

## 5. **Inability to Pay Full Fees**

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

## 6. **Missing a Fee Payment Deadline**

6.1. The School relies on the prompt payment of fees for the smooth running of its services, which all Parents commit to paying when their child is first offered a place at the School. Fees are due on the dates stipulated in Tables 1, 2 and 3 above.

6.2. In the event that a fee payment is missed despite the 3 automated reminders issued in advance of the payment deadline, Parents will be contacted and issued with an additional 48-hour grace period during which time all outstanding payments will be due. A Parents persistent failure to bring their account up to date, despite the additional time, will result in the Student's immediate exclusion from School for up to a period of 5 days.

6.3. If fees continue to remain outstanding despite the reminders served by the Accounts Department, the School reserves the right to withdraw the Student from the School's Register by the start of the following term. The School will serve notice to the Parents and will contact the local authority to officially inform them of the final decision. This will apply even during examination times.

6.4. If Parents default on any fee payment by the due dates stipulated in Tables 1, 2 and 3 above, Parents will be liable to cover the additional penalty charge at the rate of £100. This additional penalty charge will automatically be added to the outstanding School fees and will form part of the outstanding fees balance.

6.5. If Parents default on any fee payment on three separate occasions during the course of a Student's time at the School, including defaulting on a fee payment extension deadline, the School reserves the right to automatically remove the Student from the School's Register (in accordance with Clause 6.3 above).

## 7. **Sibling Discounts**

7.1. Parents sending more than one child to the School will be entitled to a sibling discount on the fees of the second or third child as set out in Table 4 below. These discounts will apply to all Students, whether they attend Islamia Girls' School or Brondesbury College. Parents are expected to inform the Accounts Department directly via email to [accounts@islamiaschools.com](mailto:accounts@islamiaschools.com) if this applies to them, after which the Accounts Department will verify the details with the Schools before applying the sibling discount on the system.

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FIRST CHILD	SECOND CHILD	THIRD CHILD & MORE
Full term's fees payable	15% discount on second child (applied to termly fees payable)	25% discount on third child (applied to termly fees payable)

**Table 4**

## 8. Registration Fee When Enrolling A Student For The First Time

- 8.1. Parents are required to pay a non-refundable Registration Fee of £150 per Student when first registering at the School.

## 9. Accepting An Offer Of A Place For The First Time

- 9.1. An Acceptance Fee of £3,000 plus an Administration Fee of £150 per Student is payable at the time of accepting an offer at the School following a successful application. £2,350 will be credited to the Student's first terms' fee. The remainder of £650 will be retained on the Students account until the Student leaves the School and will be credited to the final payment of fees and/or other sums due to the School upon leaving.

## 10. Public Examination Fees

- 10.1. The fee does not include the entry fees for Public Examinations (GCSE). The fees in relation to entries for Public Examinations will be an extra charge which will be charged separately at that time.

## 11. Fees Refund

- 11.1. Deposits, registration fees and enrolment fees are non-transferable and non-refundable at all times.
- 11.2. Parents must give one full term's notice in writing to the Headteacher stating their intention to withdraw a Student before withdrawing their child from the School. For the sake of clarity, this means that written notice must be served to the School before the first day of the previous term as indicated in Table 5 below. Failing to do so will result in Parents having to pay a term's fees in lieu of notice.

ACADEMIC PERIOD	WRITTEN NOTICE DEADLINE
Parents intention to withdraw Student from:	School must be in receipt of the written notice by:
<b>Term 1:</b> September - December	<b>End of March</b> of the previous academic year
<b>Term 2:</b> January - March	<b>End of July</b> of the previous academic year
<b>Term 3:</b> April - July	<b>End of December</b> of the current academic year

**Table 5**

- 11.2.1. If a Student is withdrawn from the School after Parents serve the correct full term's notice by the deadline indicated in Table 5 above, the full balance of the fees will be refunded for the requested term.
- 11.2.2. If a Student is withdrawn from the School mid-term during an academic year, the entire term's fees will not be refunded for the current term in which the Student is withdrawn.
- 11.3. Fees paid will not be refunded or waived for any part of a term for which a Student is absent through illness, accident, vacation, exclusion or if a term is shortened or any other cause.