

# ISLAMIA SCHOOLS

## DEPOSITS & FEES TERMS & CONDITIONS

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 £7,000 per academic year. Additionally Students will require their own specialist subject books, supplies and equipment that will be charged separately as 'Extras' during the annual invoicing period.

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, trips, examinations, any sporting fixtures and equipment, instruments or indeed any other item that is altogether necessary for a Student's education. The fees and 'Extras' 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 30 June, as set out in Table 1 below.

ACADEMIC PERIOD	AMOUNT DUE	DUE DATE	PAYMENT METHOD
<b>Term 1, Term 2, Term 3</b> (September - July)	£7,000.00	30 June	Cheque or Bank Transfer

Table 1

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

Parents will pay one terms fees in advance by 30 June, followed by two equal instalments as set out in Table 2 below.

ACADEMIC PERIOD	AMOUNT DUE	DUE DATE	PAYMENT METHOD
<b>Term 1</b> (September - December)	£2,334.00	30 June	Cheque or Bank Transfer or Standing Order
<b>Term 2</b> (January - March)	£2,333.00	31 October	Cheque or Bank Transfer or Standing Order
<b>Term 3</b> (April - July)	£2,333.00	15 February	Cheque or Bank Transfer or Standing Order
<b>Term 3</b> <b>Year 11 Students</b>	£2,333.00	15 December	Cheque or Bank Transfer or Standing Order

Table 2

**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 30 June, followed by eight equal instalments as set out in Table 3 below. Payment will be due on the 15th of each calendar month from July - February.

**For Students in Year 11:**

Parents will pay one terms fees in advance by 30 June, followed by six equal instalments as set out in Table 3 below. Payment will be due on the 15th of each calendar month from July - December.

<b>ACADEMIC PERIOD</b> (for Students in Years 7 to 10) (for Students in Year 11)	<b>AMOUNT DUE</b>	<b>DUE DATE</b>	<b>PAYMENT METHOD</b>
<b>Term 1</b> (September - December)	£2,334.00 <b>£2,350.00</b>	30 June	Cheque or Bank Transfer or Standing Order
<b>Instalment 1</b>	£583.25 <b>£775.00</b>	15 July	Standing Order
<b>Instalment 2</b>	£583.25 <b>£775.00</b>	15 August	Standing Order
<b>Instalment 3</b>	£583.25 <b>£775.00</b>	15 September	Standing Order
<b>Instalment 4</b>	£583.25 <b>£775.00</b>	15 October	Standing Order
<b>Instalment 5</b>	£583.25 <b>£775.00</b>	15 November	Standing Order
<b>Instalment 6</b>	£583.25 <b>£775.00</b>	15 December	Standing Order
<b>Instalment 7</b>	£583.25	15 January	Standing Order
<b>Instalment 8</b>	£583.25	15 February	Standing Order

Table 3

2.2. Any arrangement for payment of fees by instalments (monthly or termly) 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 Cheque:

3.1.1. A cheque is acceptable if Parents choose to pay the fees using Option 1, Option 2 and part of Option 3. In the case of Option 3, a cheque will only be accepted for the first term's instalment as indicated in Table 3 above.

3.1.2. When paying by cheque the payment must be cleared in the School's bank account by the due date. This means that the cheque must be received by the School's Accounts Office at least 5 working days **before** the due date, in order for the cheque to be logged, banked and cleared in the School's bank account by the deadline.

3.1.3. If a cheque bounces, Parents will be liable to cover the additional bank and administrative charges of £50.

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3.1.4. Each cheque must have the Student's full name and date of birth clearly printed on the reverse, including the names and details of multiple children from one family for whom the cheque relates to.

### 3.2. **By Standing Order:**

3.2.1. This is the School's preferred method of payment if Parents choose to pay the fees using Option 2 and Option 3 as indicated in Table 3 above. Parents must fill out the School's **Standing Order Mandate** and provide a copy of the mandate to the School's Accounts Office. The original mandate must be given by the Parents to their bank.

### 3.3. **By Bank Transfer:**

3.3.1. This payment method is acceptable if Parents choose to pay the fees using Option 1, Option 2 and part of Option 3. In the case of Option 3, a bank transfer will only be accepted for the first term instalment as indicated in Table 3 above.

3.3.2. Each bank transfer must state the Student's full name in the reference description so that receipt of payment can be tracked and logged correctly.

3.4. The School does not accept payment by cash.

## 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 30 June. 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 2 reminders issued in advance of the payment deadline, Parents will be contacted and issued with an additional 48-hour grace period during which 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 Office, 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, Parents will be liable to cover the additional bank and administrative penalty charges at the rate of 3% of all outstanding fees. This additional charge will automatically be added to the outstanding School fees and will form part of the outstanding fees.

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.

**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 Office directly if this applies to them, after which the Accounts Office will verify the details with the Schools before applying the sibling discount on the system.

FIRST CHILD	SECOND CHILD	THIRD CHILD & MORE
Full fees payable £7,000.00	20% discount on second child (£7,000 - 20% (£1,400) = £5,600)	30% discount on third child (£7,000 - 30% (£2,100) = £4,900)

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 £300 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 per Student is payable at the time of accepting an offer at the School following a successful application. £500 will be credited to the Student's first terms' fee. The remainder will be retained on the Students account until the 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 Headmaster/Headmistress or Principal 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 (Parents intention to withdraw Student from )	WRITTEN NOTICE DEADLINE (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.