



FEES POLICY DOCUMENT FOR THE ACADEMIC YEAR 2023- 2024

FEE TYPE	DETAILS	AMOUNT	PAYABLE BY
PRE-ENTRY ASSESSMENT FEE	Covers the cost of initial assessments such as cognitive ability, reading, subject knowledge & interviews. It is a one-off, non-refundable fee payable even if the child is not selected.	£40.00	For new applicants only: Due when being invited for the initial assessment.
ADMISSION FEE	A one-off, non-refundable payment after a place is offered at the Academy to confirm the place.	£100.00	For new applicants only: Due when completing the admissions procedure.
ANNUAL RESOURCES FEE	Covers the cost of extra materials like handouts, photocopies, selected workbooks, exercise books, general art supplies and digital resources etc. The fee is non-refundable.	£100.00	New applicants: Due when completing the admissions procedure. Existing pupils: In the last term prior to the academic year. Communications will be sent out with a due date.
ANNUAL SCHOOL FEE	Covers the cost of the National Curriculum, Madrasah Syllabus, and any Hifz al-Qur'an or Alimiyah Programmes the pupil may be enrolled in at the Academy.	Primary £2,220.00 Secondary £2,400.00	Payable in full on 5 th of August annually or Years 1 to 10: Monthly Standing Order from 5 th August to 5 th July (12 months). Year 11: Monthly Standing Order from 5 th August to 5 th May (10 months).
EXAM FEES	These are payable by parents for GCSE Exam Entries per subject.	Variable	For Year 11 pupils only: Parents will be provided dates and amounts for exam fees.

METHODS OF PAYMENT FOR THE ANNUAL SCHOOL FEE

a) THE FULL FEE

Payable on the **5th of August** annually directly into the Academy's bank account.

b) OPEN-ENDED BANK STANDING ORDER

Year 1 to 10: Twelve monthly payments payable on the **5th of August** and then continuing on the 5th of each month thereafter **without an end date**, throughout your child's enrolment at the Academy.

Year 11: Ten monthly payments payable from the 5th of August and ending on the 5th of May in their final year.

Primary:	£185.00 per month	
Secondary:	£200.00 per month (Years 7 to 10)	£240.00 per month (Year 11)

TERMS & CONDITIONS

- No child will be admitted until one of the above methods of payment is complied with.
- Evidence of the standing order must be provided to the office prior to the pupil starting at the Academy.
- Cash and cheque payments **will not** be accepted for the payment of the Annual School Fee.
- Persistent non-payment will mean that the study of your child will be suspended, and the settlement of full fees will be required prior to the child being able to continue.
- A **notice of 30 teaching days in writing** must be given before withdrawing a pupil from the Academy. Your child may continue at the school during this notice period. Failing such notice of withdrawal, fees for 30 teaching days must be paid.

THIS IS A POLICY DOCUMENT FOR FEES AND WILL BE STRICTLY ENFORCED WITHOUT EXCEPTION

Please fill in and return the attached reply slip as soon as possible. Shukran.

REPLY SLIP FOR FEES POLICY DOCUMENT (2023- 2024)

I have received the Fees Policy Document and accept the following terms and conditions:

TERMS & CONDITIONS AGREED

- No child will be admitted or able to continue until one of the above methods of payment is complied with.
- Evidence of the full payment or Standing Order being setup on the relevant date(s) must be provided to the office, in person or via email, prior to the pupil starting at the Academy.
- Please note that cash payments **will not** be accepted for the payment of the Annual School Fee.
- Persistent non-payment will mean that the study of your child will be suspended, and the settlement of full fees may be required prior to the child being able to continue.
- A **notice of 30 teaching days in writing** must be given before withdrawing a pupil from the Academy. Your child may continue at the school during this notice period. Failing such notice of withdrawal, fees for 30 teaching days must be paid.

*I agree to pay the **Resources Fee** of **£100.00** by the dates stated in the Fees Policy Document, and I understand it covers the costs of extra materials such as handouts, photocopies, selected workbooks, exercise books, general art supplies, and digital resources etc. I am aware that this is to be paid **annually** according to the Fees Policy Document.*

I understand that I am responsible for the payment of all fees and I have the capacity to pay the fees outlined in the Fees Policy Document

*I will pay the Annual School Fees via (**please tick one box**):*

Method A (Full fees)

I agree to ensure that the full amount will be paid on 5th August annually into the Academy's bank account, and I agree to provide evidence of the payment set-up for this date, prior to my child starting at the Academy, or at any time thereafter, annually or otherwise, at the request of the Academy.

Method B (Standing Order)

I agree to ensure that the designated amount will be paid starting 5th August into the Academy's bank account and on the 5th of each month thereafter. I agree to provide evidence of the payment set-up for this date, prior to my child starting at the Academy, or at any time thereafter, annually or otherwise, at the request of the Academy.

I understand that persistent non-payment may result in my child's place being suspended or an arrangement being made to pay fees in advance if the child is to continue.

Name of Child: _____

Year Group: _____

Signature of Parent/Guardian: _____

Date: _____