

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 £6,700 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 3 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: full fees in advance**
Parents paying the full fees in advance **by 30th June will receive a 5% discount** on the total of the invoice amount* (a deduction of £335). Payment received after this date will not qualify for a discount and the full £6,700 will apply.

Academic Period	Amount Due	Due Date	Payment Method
Full Academic Year (September – July)	£6,365* at discounted rate	30 th June	Cheque / Bank Transfer

- 2.4. **Option 2: A Terms fee in advance followed by two Termly payments**
Parents will pay one term fees in advance by 30th June, followed by two instalments.

Academic Period	Amount Due	Due Date	Payment Method
1 st Term (September - December)	£2,236	30 th June	Cheque / Standing Order
2 nd Term (January – March)	£2,232	15 th November	Cheque / Standing Order
3 rd Term (April – July)	£2,232	15 th February	Cheque / Standing Order

- 2.5. **Option 3: A Terms fees in advance followed by 8 monthly payments**
Parents will pay one term fees in advance by 30th June, followed by 8 instalments. Payment will be due on the 15th of each calendar month from August – March.

Academic Period	Amount Due	Due Date	Payment Method
1 st Term (September - December)	£2,236	30 th June	Cheque / Standing Order
Installment 1	£558	15 th August	Standing Order
Installment 2	£558	15 th September	Standing Order
Installment 3	£558	15 th October	Standing Order
Installment 4	£558	15 th November	Standing Order
Installment 5	£558	15 th December	Standing Order
Installment 6	£558	15 th January	Standing Order
Installment 7	£558	15 th February	Standing Order
Installment 8	£558	15 th March	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 3, 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).

3.3. **Bank Transfer:** This payment method is only applicable for Option 1 or Option 2.

3.4. 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 either pay the full fees in advance or one term's fee in advance by 30th 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.

- 15th July for the first term's fees
- 30th November for the second term's fees
- 28th 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 st Student	2 nd Student	3 rd Student and more
Full fees payable	25% discount	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.