

# FEE REGULATIONS 2017-2018

This document sets out a binding agreement between the School and the parents/guardians of and child enrolled at Islamic Shakhsiyah Foundation in relation to school fees.

## WHAT ARE THE FEES?

'Fees' means the annual school tuition fee at the rate set by the Trustees start of each academic year. Fees are increased in increments each year as required due to any increases in costs.

'Extras' means items authorised by parents or reasonably incurred by a child or by the school on behalf of a pupil and normally charged as extras e.g. uniform; for these purposes a child is the agent of the parents.

'Admission Fee' – There is a £100 non-refundable administrative charge per family which is payable prior to admission to confirm the acceptance of a place.

## WHEN DO I PAY?

The annual fee is due on the 1<sup>st</sup> of July 2017, however, in order to reduce the financial burden on families the annual fee can be paid by one of four options:

1. Annually in advance on or before **1<sup>st</sup> July 2017**.
2. A term's fees in advance on or before **1<sup>st</sup> July 2017**, followed by 2 termly payments on or before **1<sup>st</sup> November 2017 and 1<sup>st</sup> February 2018**.
3. A term's fees in advance on or before **1<sup>st</sup> July 2017**, followed by 8 monthly payments in advance by Standing Order: **The Standing Order Mandate MUST begin 1<sup>st</sup> Sept 2017, and the 1<sup>st</sup> of every month thereafter, the last payment being due on 1<sup>st</sup> April 2018. There are 9 payments for each academic year.**
4. Twelve monthly instalments by Standing Order: **The Standing Order Mandate MUST begin 1<sup>st</sup> May 2017, and the 1<sup>st</sup> of every month thereafter, the last payment being due on 1<sup>st</sup> April 2018. There are 12 payments for each academic year.**

### Please note:

By enrolling your child at the school you have agreed to pay the **FULL** annual fee. The options to pay by monthly or termly instalments are only available to assist Parents in payment of fees.

Parents are reminded that a **full term's written notice** is required for withdrawal of your child from the school. The option to pay by instalments should not be abused for financial gain by removing your child without notice and refusing to pay the fees due for the notice period, or by delaying payments and building up a debt.

Any arrangements for payments by instalments may be cancelled by the Islamic Shakhsiyah Foundation, should parents fail to meet their commitments. Upon cancellation, any outstanding fees shall become immediately due.



## HOW MUCH DO I PAY?

The Annual Fee for 2017-2018 is £3,720 (NB: it is £4,020 inclusive of IMAS for Year 3 – Year 6 of Slough Branch).

Parents are required to pay the school tuition fees according to the schedules given below for the two branches.

### London Branch FS1 – Year 6 and Slough Branch FS1 – Year 2

		Number of Children	
		1	More than 1 sibling
Option 1	Full Annual Fee	£3,720	£3,300
	Discounted Annual Fee for payment received by 1 <sup>st</sup> July 2017	£3,600	£3,180
Option 2	Full Annual Fee paid per Term in 3 instalments if any payments received later than 1 <sup>st</sup> July, 1 <sup>st</sup> Nov and 1 <sup>st</sup> Feb	3 x £1,240	3 x £1,100
	Discounted Annual Fee paid per Term in 3 instalments by 1 <sup>st</sup> July, 1 <sup>st</sup> Nov and 1 <sup>st</sup> Feb	3 x £1,200	3 x £1,060
Option 3	Full Annual Fee payable if either 1 <sup>st</sup> Term payment received after 1 <sup>st</sup> July 2017 or if 8 remaining instalments not paid on time by Standing Order on the 1 <sup>st</sup> of each month (1 <sup>st</sup> Sept 2017 – 1 <sup>st</sup> April 2018)	£1,240 and 8 x £310	£1,100 and 8 x £275
	Discounted Annual Fee if 1 <sup>st</sup> Term paid in advance by 1 <sup>st</sup> July 2017 and remainder paid by 8 monthly Standing Order payments on the 1 <sup>st</sup> of each month (1 <sup>st</sup> Sept 2017 – 1 <sup>st</sup> April 2018)	£1,200 and 8 x £300	£1,060 and 8 x £265
Option 4	Full Annual Fee payable if 12 monthly instalments not paid by Standing order or on not paid on time	12 x £310	12 x £275
	Discounted Annual Fee if paid by monthly Standing Order (1 <sup>st</sup> May 2017 – 1 <sup>st</sup> April 2018)	12 x £300	12 x £265



**Slough Branch Year 3 – Year 6 (inclusive of £300 for IMAS)**

		Number of Children	
		1	More than 1 sibling
Option 1	Full Annual Fee	£4,020	£3,600
	Discounted Annual Fee for payment received by 1 <sup>st</sup> July 2017	£3,900	£3,480
Option 2	Full Annual Fee paid per Term in 3 instalments if any payments received later than 1 <sup>st</sup> July, 1 <sup>st</sup> Nov and 1 <sup>st</sup> Feb	3 x £1,340	3 x £1,200
	Discounted Annual Fee paid per Term in 3 instalments by 1 <sup>st</sup> July, 1 <sup>st</sup> Nov and 1 <sup>st</sup> Feb	3 x £1,300	3 x £1,160
Option 3	Full Annual Fee payable if either 1 <sup>st</sup> Term payment received after 1 <sup>st</sup> July 2017 or if 8 remaining instalments not paid on time by Standing Order on the 1 <sup>st</sup> of each month (1 <sup>st</sup> Sept 2017 – 1 <sup>st</sup> April 2018)	£1,340 and 8 x £335	£1,200 and 8 x £300
	Discounted Annual Fee if 1 <sup>st</sup> Term paid in advance by 1 <sup>st</sup> July 2017 and remainder paid by 8 monthly Standing Order payments on the 1 <sup>st</sup> of each month (1 <sup>st</sup> Sept 2017 – 1 <sup>st</sup> April 2018)	£1,300 and 8 x £325	£1,160 and 8 x £290
Option 4	Full Annual Fee payable if 12 monthly instalments not paid by Standing order or on not paid on time	12 x £335	12 x £300
	Discounted Annual Fee if paid by monthly Standing Order (1 <sup>st</sup> May 2017 – 1 <sup>st</sup> April 2018)	12 x £325	12 x £290

**Discounts available to the Annual Fee:** Parents who fully follow the Fee Regulations and either pay the full fee in advance on or before the 1<sup>st</sup> July 2017, or pay a term in advance on or before the 1<sup>st</sup> July 2017, or set up their monthly Standing Order so that the 12 monthly payments are received on the 1<sup>st</sup> of every single month (May to April) without fail are entitled to a discount of £120. **Please note:** Any Parents who fail to set up their Standing Order

on time, or cancel their Standing Order after setting it up on time are **not** entitled to this discount. Payments made by cash or cheques are not included in this discount due to bank charges incurred.

### PLEASE READ CAREFULLY AS THIS APPLIES TO ALL UNDER 5'S

In the Early Years, your child under the age of 5 is entitled to 15 hours of funding from the Nursery Education Grant. For the remaining hours, we charge the annual fee of £3,720 (£120 discount available only for prompt payment).

From September 2017, your child may be entitled to 30 hours of funding from the Nursery Education Grant. If this is the case, for the remaining hours we charge the annual fee of £480. Fees are due minimum one term in advance. For a child turning 5 in any given term, Parents must pay the full fees for the following term in advance.

### WHAT IF I HAVE MORE THAN ONE CHILD AT THE SCHOOL?

If there is more than one sibling in the school, then all children from the same family will be charged at the 'More than 1' rate (see tables above).

### HOW CAN I PAY?

**ALL payments MUST be made by Standing Order directly into the School bank account below. Please reference your Standing Order with your child's name so your payments can be clearly identified. Parents must fill out our Standing Order Mandate and provide a copy to the School Administrator (the original must be given to the bank).**

Please ensure all payments related to Fees and Extras are made into the account details below:

**Account Payee: Islamic Shakhsiyah Foundation**

**Bank Name: Barclays Bank PLC.**

**Account Number: 43214273**

**Sort Code 20-98-21**

### CHILD CARE VOUCHERS

Parents who receive child care vouchers through their employer can use these to pay a proportion of the school fees for their child care up to the term in which their child turns five. Parents who would like to pay some of their fees by this method should contact the School Administrator. Parents are responsible to ensure all payments are received on time and directly into the School bank account by standing order. Any vouchers received for fees after the child turns five will not be accepted and will be refunded to the child care voucher provider and Parents will still be liable for the fees due.

### WHAT IF I CANNOT PAY THE FEES?

We expect everyone to meet their obligations in full without exception. **Unfortunately we are not able to reduce fees or provide any scholarships.** Parents on benefits or a low income can contact **UK Islamic Education Waqf** who may be able to help with payment. Parents can also fill in an **ISF Fee Assistance Form** which will be submitted to the Board of Trustees annually for review before the start of the academic year. The decision of the Board of Trustees is final and entirely at their discretion whether to subsidise the fees or not. Please note any allocation of Fee Assistance does not extend to cover the costs of Extras, and we are unable to provide Parents on Fee Assistance with additional support for any expenses incurred during the course of the academic year.

## WHAT HAPPENS IF I MISS A PAYMENT?

Fees paid in monthly instalments are due on the 1<sup>st</sup> of every month by Standing Order. Late payment of fees may lead to a child not being able to attend school. Please contact the school in advance if you are unable to pay by the due date.

**Please note: Parents who make more than 3 late payments in any given academic year will automatically lose the right to pay by instalments and the full annual fee will be due immediately. If parents are not up to date in all payments by the four key dates below, a £25 admin charge will apply which will not be removed and will automatically become part of the school fees:**

- 10<sup>th</sup> July
- 10<sup>th</sup> November
- 10<sup>th</sup> February
- 10<sup>th</sup> April

If we do not receive the fees in cleared funds by the due dates above, we will:

1. Immediately send Parents a reminder email/letter informing them that they have incurred a £25 admin charge and request the payment is made within a week.
2. If payment is still not received, a second email/letter will inform Parents that unless full payment of the remaining balance is received by the given date, their child will be temporarily excluded from school without further notice until the balance is cleared.
3. If Parents do not agree to clear their debt we will inform them in writing that we are considering taking legal action against them for the full recovery of the said amount, and they will also have to refund the full recovery of any legal fees incurred. In the case that Parents choose to withdraw their child from school, this debt will be inclusive of the fees payable during the ***full term's written withdrawal notice***.
4. If in the extreme case Parents fail to settle the outstanding amount within the given time frame, the matter will be referred to our solicitors who will in turn refer the matter to collection agents to recover the amount on our behalf.

## CAN I RECEIVE A REFUND OF FEES?

Fees will not be refunded or waived for absence through sickness, if a term is shortened, a vacation extended, disciplinary exclusion, change in financial circumstances, or for any other cause. Parents who have paid the full annual fee in advance may receive a partial refund of fees provided they have given a ***full term's written withdrawal notice***.

## WHAT IS A WRITTEN WITHDRAWAL NOTICE?

By enrolling your child at the school you have agreed to pay the **FULL** annual fee. Parents must give a ***full term's written withdrawal notice*** before withdrawing a child from the school, or a full term's notice fee will be payable in lieu. Notice is deemed given by parents when submitted in writing or by using the Withdrawal Notice Form available from the office and received by the school. Notice given orally or to any other person will not be considered valid.

## WHAT CAN I DO IF I CHANGE MY MIND AFTER GIVING A WRITTEN WITHDRAWAL NOTICE?

Once a ***full term's written withdrawal*** notice is received, the school may allocate the place to a child on the waiting list. If your circumstances change again during the full term's notice period, and you would like your child to

continue at ISF, you must complete a written request to reinstate your child; the form is available from the School Administrator and must be completed for your request to be considered. If the place has not been offered to another child your child will be reinstated in the school, and in this case you will need to give a further term's notice to withdraw child if you decide to do so again in the future.

### **UNAUTHORISED ABSENCE**

The Parents of any child, who is, without prior written permission from the Head teacher, absent from class for 2 weeks or portions thereof will receive a letter requesting an explanation. If the child remains absent for a 3<sup>rd</sup> week or portions thereof without adequate explanation, the child's place may be offered to others on the Waiting List without further warning. Any fees paid will not be refunded under such circumstances.

### **WHAT HAPPENS IF MY CHILD JOINS AFTER THE TERM HAS STARTED OR AT THE START OF THE NEXT TERM?**

There are three terms in each academic year: Winter term, Spring term and Summer term. For a child joining late Parents are required to pay a proportion of the annual fee corresponding to the term their child starts in. Therefore for a child joining in the Winter term the parents will pay the full annual fee (even if their child starts late), the parents of a child joining in the Spring term will be required to pay 2/3 of the full annual fee and the parents of a child joining in the Summer term will be required to pay 1/3 of the full annual fee. The payment of the correct proportion of the annual fee is due in full in advance upon joining; however parents do have an option to pay in instalments as detailed below.

Parents who choose to pay by instalments must do so in advance by a monthly standing order due on the 1<sup>st</sup> of the month. The annual fee is divided into an initial instalment of 1 term fees in advance and 8 further monthly instalments; hence a term corresponds to four equal monthly instalments. When a child joins after the first instalment was already due, parents will be required to pay ALL due amounts before joining. Below is a breakdown of the due dates of the instalments:

Winter term – 1<sup>st</sup> July (term advance)

Spring term – 1<sup>st</sup> Sept, 1<sup>st</sup> Oct, 1<sup>st</sup> Nov, 1<sup>st</sup> Dec

Summer term – 1<sup>st</sup> Jan, 1<sup>st</sup> Feb, 1<sup>st</sup> March, 1st April

### **WHAT HAPPENS IF MY CHILD JOINS VERY LATE IN A TERM?**

Parents of a child joining late but within the first half-term of each academic year are required to pay the full annual fee. This is due in advance but parents are given the option to pay the full fee by an initial payment corresponding to a term's fees and 8 further equal monthly instalments for the remaining amount.

Parents of a child joining in the second, third or fourth half-term will be required to pay the fees from the half-term their child joined in. They will be given a calculation of fees due for the remainder of the academic year, by the Charity Accounts department. This is due in full in advance upon joining but parents are given the option to pay by an initial payment corresponding to a terms fees and equal monthly instalments for the remaining fees. The number of remaining monthly instalments will vary depending on the half-term your child joins in i.e. 6 for the 2<sup>nd</sup> half term, 4 for the 3<sup>rd</sup> half term and 2 for the 4<sup>th</sup> half term.

Parents of a child joining in the Summer term will be required to pay the full term's fees in advance if they join in the 5<sup>th</sup> half term (and half this amount in advance if their child joins in the last half term of the academic year).