



Fees & Payments Policy

At Azhar Academy Girls School we are committed to providing an Islamic education to all enrolled children. The Azhar Community accepts that fees are a critical form of revenue for the school and that prompt payment of all fees is the responsibility of all parents/carers of Azhar's students. The entire fees and levies collected at Azhar are the sole means in providing a high quality of education for students. Therefore, it is crucial that the contents of this policy are completely adhered to throughout the pupil's presence on the school's roll. Fees are an obligation on all parents. When a parent accepts a place for their child at AAGS they are agreeing to meet their financial obligation to the school.

Non-payment or unnecessarily delayed payments have a direct effect on the school's operations, and hence, in such cases, the school will strictly follow the procedures outlined below. However, the school will always consider extenuating circumstances that warrant reasonable delay in payment, provided that parents inform the school about them before the payment due date, and can provide sufficient evidence to prove the necessity to delay. We will co-operate to the best of our ability to accommodate the needs of such parents.

Registration/Re-registration Fees

In the first year of enrolment, there is a **one-off registration fee of £500**, payable to AZHAR ACADEMY GIRLS SCHOOL, per child. This registration fee is to be paid in total upon confirmation of a place on the school's roll and is non-refundable if the child completes one term. If you decide to withdraw your child before school starts, the school will refund you £500. If you withdraw your child after the month of July the school will only refund you £250. **This payment is not part of school fees.**

For pupils already on the school's roll, an **annual re-registration fee of £100** is payable to AZHAR ACADEMY GIRLS SCHOOL towards the end of each academic year in May to assign a confirmed place to the pupil for the forthcoming academic year. Students who intend to leave at the end of an academic year due to completing GCSEs or for any other reason are not required to pay the re-registration fees. However, if after confirming the space and making the payment, you decide to withdraw your child after the month of June, no refund will be given.

School Fees for 2023-2024

The school fee for the academic year 2023/2024 is **£3600 per annum**. If your daughter has a sibling in the school, she will get **£200 discount, so school fee for her will be £3400**. School fee is subject to change in future.¹ This includes the tuition fees for the Aalimah/Hifz/Islamic Studies course and secular subjects as well as the initial purchase of exercise books. It can be paid according to any of the options listed below.

SCHOOL FEE-PAYMENT STRUCTURE 2023/2024
£3600

Option A	Option B	Option C	Option D
FULL ANNUAL PAYMENT £3600	HALF YEARLY FEES 2 payments of £1800 £1800	TERMLY FEES 3 payments of £1200 £1200 £1200	MONTHLY FEES 10 payments of £360
Payable in August of the previous academic year or September of the current year	Payable in September of the previous academic year and January of the current academic year	Payable in September (£1100) of the previous academic year and December (£1100) and March (£1100) of the current academic year	10 instalments of £360 commencing from September 2023 until June 2024
A fee of £20 will be incurred for payments by cash/cheque			

SCHOOL FEE-PAYMENT STRUCTURE SIBLING 2023/2024 Sibling
Discount (£200) £3400

Option A	Option B	Option C	Option D
FULL ANNUAL PAYMENT £3400	HALF YEARLY FEES 2 payments of £1700 £1700	TERMLY FEES 3 payments of £1200 £1100 £1100	MONTHLY FEES 10 payments of £340
Payable in August of the previous academic year or September of the current year	Payable in September of the previous academic year and January of the current academic year	Payable in September (£1200) of the previous academic year and December (£1100) and March (£1100) of the current academic year	10 instalments of £340 commencing from September 2023 until June 2024
A fee of £20 will be incurred for payments by cash/cheque			

¹Any increase in tuition fees will be communicated to parents at least before the end of the first term before the year in which the change is to come into effect.

*Parents/guardians who wish to pay by standing order must ensure that they obtain a copy of the standing order form from the school office and set up the payment with their bank sufficiently in advance to ensure that payment can be processed on the due date. It is the parents'/guardians' responsibility to ensure that they have arranged with their bank to have the pupil's full name and form group as the payment reference for the transaction. This is to enable us to assign payments to pupils from our bank statements. A copy of the completed standing order form must be handed to the school office for our records.

If the standing order has not been set up properly or sufficiently in advance and/or a copy of the completed form has not been handed in to the school office and/or the pupil's full name and form group have not been referenced properly on our bank statement, the school will apply the late payment charge in all the above circumstances. This is to compensate for the loss of administration time in chasing up the fees and assigning them to pupils.

Similarly, if, during the year, a standing order payment is missed or cancelled, the late payment charge will apply and the option to pay for the remaining fees by standing order will be withdrawn for that pupil.

For parents who pay online via BACS to the Azhar Academy Girls School account, it is your responsibility to notify the school if and when you have made an online BACS payment via email, so that we can amend our records accordingly. Failure to inform the office immediately may result in the school office writing to you about non-payment of fees.

Similar to the standing order requirements, all BACS payments must also have the pupil's full name and form group as the payment reference. If paying by BACS, it will be the parents'/guardians' responsibility to ensure that the payment reaches our account by the due date. Failure to meet the afore-mentioned deadline for payment will result in an administrative charge of £10 and the option of paying by BACS will be withdrawn.

All school fees are due on the first Monday of the month, for all payment options. If the first Monday is a school or national holiday, the first school day following that Monday will be the due date for payment of school fees. However, the due date for standing order and BACS payments is the 2nd of the month or, if that falls on a weekend or bank holiday, the next working day.

Year 11 School Fees

Students in Year 11 will have a different payment plan, which will be shared with you before your daughter starts in Year 11. **School fees for Year 11 needs to be completed by March.** If your child's school fees are not completed by March, then we will not be able to enter her for GCSE exams.

SCHOOL FEE-PAYMENT STRUCTURE FOR YEAR 11 STUDENTS

Option A FULL ANNUAL PAYMENT	Option B HALF YEARLY FEES -	Option C TERMLY FEES 3 payments	Option D MONTHLY FEES 8-month payment
Payable in August of the previous academic year or September of the current year	Payable in August of the previous academic year and January of the current academic year	Payable in August of the previous academic year and September and January of the current academic year	8 instalments commencing from August until March of that academic year

Exam Fees

All internal assessments are provided free of cost. However, all external assessment and examination fees have to be paid for by parents/guardians. The school will inform parents/guardians a minimum of 10 days in advance for any fees due in this regard. The school's deadlines for examination fee payments are exactly the same as designated by the examination boards/assessment providers for entry. Failure to pay the due fees by that deadline, which will be clearly communicated to parents, will result in the school withdrawing the pupil from those exams.

As a result of this, if parents wish to re-enter the pupil for those exams, they will be liable to pay for any late entry penalty incurred by the exam board.

All payable exam fees must be paid before the entry, and in some cases, withdrawal deadlines of the external examination boards/assessment providers. Parents/guardians will be informed of this sufficiently in advance.

If the necessary payments have not been made before the deadline, the school will withdraw all nonpaid entries for that pupil from the exams. All subsequent re-entry, late-entry and/or penalty charges will then be the parents'/guardians' responsibility.

Educational Visits/Trips Payments

While a number of venues chosen by AAGS for school educational visits are free to visit, some involve entry and other charges. These charges will be communicated to you sufficiently in advance along with deadlines for payment.

Non-payment by that deadline will result in withdrawal of the pupil from that educational visit/trip under normal circumstances.

Textbooks & Workbooks

Parents/guardians will also have to purchase textbooks including those required for Aalimah/Hifz/Islamic Studies lessons as well as essential workbooks.

The school will provide full details of all textbooks to be used by the student during the academic year sufficiently in advance.

All students will be expected to have the correct textbooks in all lessons from the beginning of the academic year.

Penalty Payments

Notices for all payments payable due to incurring a penalty, such as due to taking unauthorised holiday leave during term-time or delay in payment of school fees without reason will be served to parents/guardians in writing, with clear deadlines for payments. Non-payments will result in the next step in the corresponding policy being enforced.

Procedures for Non-Payment or Delayed Payment

Registration/Re-registration Fees

Full payment of registration fees is a condition for securing a confirmed place at Azhar Academy Girls School. Failure to pay registration fees will result in non-admission of the pupil into the school.

Similarly, full payment of re-registration fees will secure a confirmed place for pupils on the school register for the following academic year.

School Fees

If fees have not been received in the school account by 15th of the month, an email will be sent out to the parents with a reminder to pay by the next working day.

If payment has still not been received by the next 2 working days, the second notice requesting full settlement of fees will be made. An immediate meeting with the Headteacher will then be arranged. Further to that, an administrative charge of £10 will also be applicable from this date. This will be added to the outstanding amount.

If there is no response to this notice by the end of the school week the following Friday, a third and final notice will be sent out, at which point a further administrative charge of £10 will be added to the outstanding balance. Failure to respond to this final notice by the end of the third school day after the notice is given will automatically result in the pupil being exempted from attending lessons from the following day onwards unless the outstanding balance is settled in full or an alternative agreement has been reached after meeting with the Headteacher.

Any pupil whose fee payment is delayed for two or more weeks, twice in an academic year will automatically lose their place in the school's register for the following academic year.

Please note that this procedure only applies where due fees haven't been paid and no prior arrangements for a mutually agreeable payment plan has been made. The school understands that some extenuating circumstances will mean that parents/guardians will not be able to pay on time on those occasions, but we can only try to accommodate for this if we have been adequately informed about it prior to the late payment procedure coming into effect.

Withdrawals

All payments need to be completed for school fees before withdrawal. If you are withdrawing your daughter in the beginning of a new term, then all the previous term school fees need to be completed. If she leaves one month in the term or half way to the term, then full term's payment needs to be complete before withdrawing her. We will not be able to complete any documents for your child's transfer if there are any outstanding payments left.

Late starts

If your daughter joined the school later in the academic year, you will have to pay school fees for the remaining months. A full payment is due if your daughter starts before the 25th of the month. If she starts after this date, there is no payment due for the current month; however, the payment will start in the following month.

Additional Costs

Additional testing, controlled assessment, school planners as well as printing resources will have to be paid for by parents. Please be aware that additional costs vary for different year groups.

Uniform Purchase Cost

The school's policy is to sell two sets of uniform at the outset (2 sets of abayas).

Subsequently, whenever a student requires a new uniform, they may purchase either a full set or individual items, from the school office.

Under no circumstances will a student be permitted to attend school without uniform. It is the parents' responsibility to ensure that the pupil has at least two sets of uniform available to them, as soiled, torn or lost uniform is not a valid excuse to attend school without it.

July 2023