

## **Tuition Fee Policy 2021/2022**

### **1. Introduction**

- 1.1** Darul Hadis Latifah Northwest charges fees for its programs of study. Tuition fees are reviewed annually.
- 1.2** Every student who attends our school pays school fees usually paid by parents/guardians.
- 1.3** The parents/guardians of students retain the ultimate liability for the payment of their tuition fees.
- 1.4** The school reserves the right to exclude students for whom tuition fees has not been paid, or made satisfactory arrangements to pay, during the course of the studies. Students in debt to the school are not permitted to re-enroll for the following academic year until all debts have been paid in full and the funds have cleared. Students will not be entered for external exams until all debts have been paid in full and funds cleared.
- 1.5** The school reserves the right to claim £50 late payment charges, £50 bounced cheque charges, legal or other debt collection costs from parents who fail to pay in accordance with any agreements made with the school.
- 1.6** If a Student's tuition Fees increase during an academic year due to any circumstances or re-assessment then the school shall write to the parents/guardians to inform them the increase amount and the date to start the payments from.

### **2. Deposits**

- 2.1** All students shall pay a £100.00 deposits which is refundable when the student leaves but if any damage is caused to school properties the deposit shall be used towards paying for the damage caused.
- 2.2** If the Deposits money is paid to cover any cost of repair or replacement, a fresh deposit of £100.00 must be paid immediately.

### **3. Enrolment**

- 3.1** In order to become a fully enrolled student, applicants must complete all necessary academic requirements and make arrangements to pay all fees which includes the payment of admission fees (£200 –non refundable), deposit (£100-refundable) and 1<sup>st</sup> term tuition fees (£1000- non-refundable).
- 3.2** Failure to complete the enrolment process will result in application to the school being terminated.

## 4. Payments

**4.1** Tuition fees are due for payment at the start of each academic year, or the start of each enrolment period for non-standard start dates.

### TUITION FEES

- £2600.00 per year (for academic year 2021-2021)
- The amount may increase in each academic year.

### Others costs:

- Admission fee £200 (non-refundable)
- Deposit money £100 (refundable)
- Books, Examination fee, School trip etc (excluded)

## 4.2 Paying Options

Option One:

- You can pay all of the tuition fees for the academic year on the first day of the 1st term.

Option Two:

- By three instalments before the start of each term: £1000 by August, £800 by middle of December and £800 by middle of March.

How to pay-

- Payment should be made to the following bank account and school office to be notified by parents to collect a receipt for their payment records.
- **Parents can also make cash payment at school office on Tuesdays by appointment only.**
- All the cash payment receipts must be collected promptly for the payment records.
- School's Bank account details:

### HSBC BANK

DARUL HADIS LATIFIAH NORTHWEST

Sort code: 40-02-33

Account: 61 80 52 07

## **5. Non-Payment of Tuition Fees**

**5.1** If the parents or guardians fail to pay the tuition fees, then the students will have their access to the school facilities suspended until either full payment of the outstanding debt is received, or satisfactory arrangements to clear the debt have been agreed. Failure to the agreement will allow the school to make any decision including withdrawing the student from the school register and take it further.

**5.2** Where any fees remain outstanding, the school reserves the right to engage a third party, such as a debt collection agency, to collect these fees.

**5.3** Failure to pay the school tuition fees may result in exclusion from the school.

**5.4** The school has the right to withhold any marks/certificates gained whilst a student is suspended or has not paid the full tuition fees.

**5.5** Students in debt to the school will not be permitted to attend any graduation or award ceremonies, or receive any awards, until all the debts to the school are paid in full and funds have cleared.

## **6. Withdrawal from School and Refunds**

**6.1** No refunds will be given if withdrawing during the term time. Any fees paid for a term which has not yet started may be refunded except 1<sup>st</sup> term, if the school is notified minimum 6 weeks prior to the withdrawal.

**6.2** Prior to consideration for any refund all necessary withdrawal procedures must have been completed.

**6.3** All refunds are at the discretion of the school.

**6.4** To claim a refund, requests must be submitted in writing to the Head Teacher along with any necessary supporting documentation.

**6.5** Where a student has other outstanding debts to the school, any refund amount due will be offset to clear the outstanding balance.

**6.7** Admission fees and tuition fees paid to secure a place at the schools are non refundable.

## **7. Discounts**

**7.1** There is a 5% discount for siblings.

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/20\_\_

Name: \_\_\_\_\_ Position: Headteacher

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/20\_\_

Name: \_\_\_\_\_ Position: Proprietor