



### **OPTION 1- Full Fees in Advance**

Full Academic Year September to July: due in September

### **OPTION 2 - 2 Payments**

The payment may be split into 2 equal instalments of £175, payable in September and March respectively.

### **OPTION 3 - Special Payment Agreement (SPA)**

SPA is an option given to parents with 2 or more children enrolled at Darul Atfaal at any given time. A payment plan may be arranged following a meeting and consultation with the Darul Atfaal Administrator.

## **4.0 PAYMENT TERMS AND CONDITIONS**

All payments should be made by bank transfer, by stating your child(s) name clearly as a reference to;

**Account Name: Darul Atfaal: Barclays Account no: 33472930 Sort Code: 20-89-56**

- Payments must reach the Darul Atfaal account by the due date.
- Parents are responsible in ensuring fees are paid on time, regardless of their child's attendance at school.
- Parents must notify the school immediately by e-mail once Fees have been transferred. If you are unable to transfer fee payments on time, please contact the madrasah.
- Fees are due on the dates set out above.

## **5.0 LATE PAYMENT ADMINISTRATION CHARGE**

- The madrasah operates an administration charge for late payments therefore it is vital, if for any reason parents are unable to pay on time that they contact the school to discuss and agree alternative arrangements in advance of the due date.
- Late payments will incur an administration charge of £10 and will continue to incur a £10 administration charge per subsequent week for 4 weeks, from the due date.
- Any outstanding late administration charges will automatically become part of the School Fees.
- If fees are not cleared by the 4th week, then the student will be removed from the madrasah roll and their place will be offered to those children on the school waiting list.

- Parents of the student removed from the school roll wishing to re-enrol will be required to re-apply and pay the madrasah fees, along with the one off intake fee and registration fee.
- A place may or may not be offered depending on whether the place has been filled and whether payment has cleared in time.
- The madrasah can reserve the right to exclude a child if outstanding payments are not cleared.

## **6.0 NOTICE TO LEAVE THE MADRASAH**

- Parents must give a terms notice in writing to the Head Teacher for withdrawing a student from the madrasah.
- All fees paid are non refundable. If a child is removed from Darul Atfaal during the year, we will be unable to refund both the Admin fee and yearly fee.
- If your child is leaving at the end of the academic year, you will need to inform us before Darul Atfaal closes for the Summer break.

## **7.0 OTHER CHARGES**

There will be no charges other than what have already been highlighted above. As stated, all books shall be provided under the initial Admin fee. However, additional costs will apply for lost/damaged books.