

# Al-Risalah School

Nursery & Secondary  
Tooting Islamic Centre  
145 Upper Tooting Road,  
London, SW17 7TJ



Tel: 020 8767 6057  
Fax: 020 8767 7604  
[www.alrisalahschool.co.uk](http://www.alrisalahschool.co.uk)  
[admin@alrisalahschool.co.uk](mailto:admin@alrisalahschool.co.uk)

## AI RISALAH SCHOOL FEE POLICY 2016/2017

Al-Risalah School is committed to working in partnership with the parent community. This policy ensures that guidelines and procedures are clear, and aims to provide clarification on all fee related queries.

It is imperative that fees are paid on time to ensure the smooth running of the school. The school is not responsible for sending out fee reminders.

However, fee reminder letters are issued and sent out to parents each term. If the fees are not paid on time by the due date, an administrative charge of £20 will be applied. In the case where fees are still outstanding by the first day of the new term, the child concerned may not be allowed into class.

For outstanding fees which have not been paid within one week of the beginning of term, your child may be removed from the school register and you will have to re-apply for a place subject to availability and the complete payment of fees.

### **METHODS OF FEE PAYMENT**

There are 3 options available to parents for paying fees:

1. **Annual payment**: Full amount to be paid during June for the next academic year. **A discount is applicable for this form of payment.**
2. **Termly payment**: Payment **must be** made a term in advance 3 times a year. The first payment is due in the June preceding the new academic year, the second in December, and the third payment in March.
3. **Monthly payment**: Monthly payments can only be made by Standing Order Mandate. **(Please note that for new pupils, it is compulsory to pay the first term's fees in advance, thereafter a Standing Order Mandate may be set up for the balance of the fees).** The mandate is renewable every year and the form is available from the school office.
  - **For new pupils, the amount and period of payment stipulated in the offer letter needs to be adhered to.**
  - **If a parent of a new pupil would like to withdraw their child place, after payment is made or even before they start the new academic year. FEES ARE NON - REFUNDABLE.**
  - If paying by cheque, it must be made out to **AL RISALAH SCHOOL**
  - **An administrative charge of £20 will be payable for each cheque or standing order that is not honoured (bounced) by your bank.**
  - The school reserves the right to increase the tuition fees; in such circumstances parents will be informed in advance.
  - If a parent wishes to withdraw his child from the school, 1 terms' notice in advance should be given.
  - Fees are non refundable in all cases.
  - For new pupils the enrolment and registration Fee of £100 is a one-off NON-REFUNDABLE fee.

- Fees are NON-TRANSFERABLE to other siblings or relatives in Al Risalah School or any other Trust school.
- In June of every year, parents are required to pay their child's fee for the 1<sup>st</sup> term of the forthcoming new academic year, to secure their child's place at the school. If any parent fails to pay this fee before the end of the 3<sup>rd</sup> term, your child's place will not be guaranteed for the next academic year.
- If you are experiencing any difficulty in paying the school fees, please inform the school bursar as a matter of urgency. The school can then look into each individual situation and where possible arrangements can be made.
- Concessions are not offered and fees will NOT be waived, under any circumstance, however the deadline date for the payment of fees may be extended, depending on individual circumstances.
- Al Risalah School will adhere and work within the guidelines of this fee policy at all times.

**Please read the above terms and conditions and sign the document below:**

**Acceptance of Terms and Conditions of the Al-Risalah School Fee Policy**  
**2016/17**

I, ....., parent of:

1. \_\_\_\_\_ Year: \_\_\_\_\_
2. \_\_\_\_\_ Year: \_\_\_\_\_
3. \_\_\_\_\_ Year: \_\_\_\_\_
4. \_\_\_\_\_ Year: \_\_\_\_\_

I have read and understood the Al-Risalah School Fee Policy and agree to abide by its Terms & Conditions.

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_