

1. Introduction

- 1.1 The British Muslim School charges fees for its programs of study. Tuition fees are reviewed annually.
- 1.2 Every student who attends our schools 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 any students for whom tuition fees has not been paid, or made satisfactory arrangements to pay during 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 any late payment charges, £50 bounced cheque charges, legal or other debt collection costs from students 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 for boarder & day pupil (refundable)

- 2.1 All boarding students shall pay £250.00 deposits which is refundable when the student leave but if any damage is caused to school properties the deposit shall be used towards paying for the damage caused.
- 2.2 All day students shall pay £200.00 deposits which is refundable when the student leave but if any damage is caused to school properties the deposit shall be used towards paying for the damage caused.
- 2.3 If the Deposits money is paid to cover any cost of repair or replacement, a fresh deposit money 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 arrangement to pay all fees.

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 before the start of each academic year, or the start of each enrolment period for non-standard start dates.

TUITION FEES FOR ACCADEMIC YEAR 2023-2024

- £2700.00 per year for day pupil
- £5000.00 per year for boarder

Others costs:

- **Administration charge £200.00 (Non- refundable)**
- Islamic studies book, Art pack, Examination fee & School trip etc. (excluded)

4.2 Paying Options

Option One:

- **(for day pupil)** By three installments: Pay £1200.00 at the time of enrolment. £750.00 on the first day of the second term (January) and the remaining £750.00 on the first day of the third term (April).
- **(for boarder)** By three installments: Pay £2000.00 at the time of enrolment. £1500.00 on the first day of the second term (January) and the remaining £1500.00 on the first day of the third term (April).

Option Two:

- **(for day pupil)** 1st payment of **£1200.00** at the time of enrolment then a payment of **£150.00 by a standing order** starting from first of September or first Monday after first of September for ten consecutive months.
- **(for boarder)** 1st payment of **£2000.00** at the time of enrolment then a payment of **£300.00** by a standing order of starting from first of September or first Monday after first of September for ten consecutive months.

- Payment arrangements must be made according to one of the above methods. Enrolment will not be completed until the payment is made.

5. Non-Payment of Tuition Fees

- 5.1 If the Students/Parents or Guardians fail to pay the tuition fees, then the Student 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.
- 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 The tuition fee of the entire year shall be paid if a child is withdrawn by the parents/guardian or excluded by the school during term time. No refunds will be given under any circumstances.
- 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 or getting exemption from paying the outstanding fee, the requests must be submitted in writing to the Principal 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.
- 6.6 Admission fee paid to secure a place at the schools are non-refundable.



The British Muslim School

Tuition Fee Policy 2023-2024

I agree to pay **Tuition Fees** Option One Option Two

Student Name: _____

Year: _____

Day Student:

Boarding student:

Parent Name: _____

Sign: _____

Date: _____