



*Darul Madinah will nurture our learners into model citizens who exemplify the inherent values of Islam, make a positive contribution to the community and are champions of their faith*

# **Darul Madinah School Fee Policy and Terms & Conditions**

**This policy is in line with the Mission Statement of  
the School**

## **Document Control**

This policy has been approved for operation within Darul Madinah Primary School.

Date of last review:	August 2025
Date of next review:	August 2026
Review period:	Annually
Policy Status:	Statutory
Owner:	Directors

## **Introduction**

This policy outlines the financial responsibilities, payment schedules, and administrative procedures related to the tuition and supplementary charges at Darul Madinah School. It is intended to provide transparency and establish a mutual understanding between the school and the parents/guardians of our students.

### **1. Fee Structure**

#### **1.1 School Fees:**

The total annual tuition fee for the academic year starting in September 2025 is £2,160. This fee covers all standard educational services as outlined in the Schedule of Fees. (Appendix one)

#### **1.2 Supplementary Charges:**

Additional charges include the Creative Friday program at £120 annually, totaling monthly fees of £190, which encompasses extra creative activities outside the standard curriculum.

### **2. Payment Responsibilities**

Each parent or guardian who signs the enrolment form is responsible for paying the school fees and any supplementary charges according to the payment schedule detailed below.

### **3. Payment Schedules and Methods**

#### **3.1 Regular Payments:**

Fees are due on the 5th of each month and can be paid via standing order, direct debit, or bank transfer.

#### **3.2 Instalment Payments:**

This can be paid in monthly instalments of the 5<sup>th</sup> of each month.

### **4. Non-Payment Consequences**

#### **4.1 Initial Phone Reminder:**

A reminder call is made if fees are not paid by the due date which is the 5<sup>th</sup> of the month. A second phone call will follow three days after the first call if fees are not still paid.

#### **4.2 First Written Reminder:**

Issued five working days after the phone call, reminding parents to settle fees within an additional five days.

#### **4.3 Final Written Reminder and Management Meeting:**

If fees remain unpaid, a final reminder is sent 5 days from the date of the first written reminder along with a scheduled mandatory meeting with the school management.

#### **4.4 Student Removal:**

Failure to pay after the final reminder results in the student being removed from the school register after 5 days of the final reminder. Confirmation of removal is sent to the parents.

### **5. Re-Enrolment Policy**

Re-enrolment is contingent upon the settlement of all outstanding fees and the payment of a £100 re-admission fee, subject to class space availability and the establishment of a direct debit payment plan.

### **6. Withdrawal Policy**

#### **6.1 Notice of Withdrawal:**

Parents must provide one half-term (6 weeks) notice in writing if they wish to withdraw their child from school or change the nature of their child's enrolment.

#### **6.2 Withdrawal for Non-Payment:**

If fees are not paid by the 5th of each calendar month, the school initiates the nonpayment procedure outlined in Section 4.

### **7. Additional Policies**

#### **7.1 Fee Adjustments and Notifications:**

The school reserves the right to adjust fees annually. Parents will be notified of any fee increases at least one half-term (6 weeks) in advance.

#### **7.2 Absences and Remote Learning:**

No fee reductions are given for absences or remote learning periods, except under extenuating circumstances as approved by the school administration.

### **Contact Information**

For any questions or additional information regarding this policy, please contact:

- **Phone:** 07732 777579
- **Email:** [leicester@darulmadinah.co.uk](mailto:leicester@darulmadinah.co.uk)
- **Address:** Dar ul Madinah, Malabar Road, Leicester, LE1 2LG

**Standing Order Confirmation:**

I/We have set up a standing order to ensure that the school fees are received by Darul Madinah before the 5th of each calendar month as per the payment schedule outlined in the policy.

**Standing Order Not Set (if applicable):**

- A standing order has not been set up. I agree to make the payments by the 5<sup>th</sup> of each month via bank transfer.

**Headteacher Approval (if applicable):**

If a standing order has not been set and an alternative arrangement is approved: (Print Name of Headteacher) \_\_\_\_\_

(Signature of Headteacher) \_\_\_\_\_

(Date) \_\_\_\_\_

**Agreement to Fee Policy and Financial Commitments:**

- I/We agree to the Fee Policy and Financial Agreement as outlined by Darul Madinah School.

**Acknowledgement of Fee Increase Notification:**

- I/We understand and agree that any fee increase will be notified as per the school's policy, and I/we have the option to withdraw from the school under the conditions stated in the Fee Policy if the increase exceeds 5% and is communicated later than the penultimate half-term (6 weeks) before the increase takes effect.

**Instructions for Submission:**

Please ensure that both parents/guardians sign this consent form where applicable and return it to the school administration by 23<sup>rd</sup> August 2024. For any queries or further clarifications, please contact the school office directly.

**Consent Agreement to Darul Madinah School Fee Policy**

We, the undersigned, acknowledge and accept the Fee Policy and Terms & Conditions as outlined by Darul Madinah School for the academic year starting September 2024. By signing this agreement, we commit to adhering to the payment schedules,

understanding the non-payment consequences, and agreeing to the supplementary charges as specified in the policy.

We also acknowledge the policy regarding fee adjustments and confirm our understanding that any fee increases will be communicated at least one half-term (6 weeks) in advance.

Childs name:

Parent/Guardian 1: (Print Name) \_\_\_\_\_

(Signature) \_\_\_\_\_

(Date) \_\_\_\_\_

Parent/Guardian 2: (Print Name) \_\_\_\_\_

(Signature) \_\_\_\_\_

(Date) \_\_\_\_\_

## Appendix 1

### Darul Madinah School Fee Schedule for Academic Year 2024-2025

#### 1. Annual Tuition Fees:

- Total for the Year: £2160 plus supplementary charges.
- Monthly Fee: £190 per month including supplementary charges.
  - **Payment Due:** Fees are due on the 5th of each month. Please adjust your payment arrangements to comply with this schedule starting September 2024.
- Termly Fee: £720 per term
  - Payment Due: Payments are due at the beginning of each term (September, January, April). This option might be preferable for families who wish to manage fewer transactions throughout the academic year.

#### 2. Supplementary Charges:

- Creative Friday Program: £120 annually
  - This fee is due at the start of the academic year and covers additional creative activities that supplement the standard curriculum.

#### 3. Additional Costs Per Day:

- Daily Cost Increase: The monthly fee increase equates to an additional £2.50 per school day, supporting enhancements in educational quality and facilities.

#### 4. Payment Methods:

- Options Available: Standing order, direct debit, or bank transfer are preferred to ensure consistent and timely payments.

#### 5. Overdue Payments:

- Consequences for Non-Payment: As per the school's fee policy, late payments may result in reminders, and consistent non-payment could lead to the student being removed from the school register.

#### 6. Payment Flexibility:

- Instalment Payments: Families may opt for instalment payments if monthly or termly payments are challenging, subject to prior approval and a written agreement detailing the terms.

## 7. General Information and Contact:

- For queries or assistance regarding the fee structure or payment options, please reach out to:
  - **Phone: 07732 777579**
  - **Email: [leicester@darulmadinah.co.uk](mailto:leicester@darulmadinah.co.uk)**
  - **Address: Dar ul Madinah, Malabar Road, Leicester, LE1 2LG**

This fee schedule is designed to provide clear and flexible payment options to support every family's needs. By providing multiple payment intervals (monthly or termly), Darul Madinah School aims to accommodate different financial planning preferences, ensuring that all students can benefit from an exceptional educational environment.