

# Payment of School Fees Policy



## LONDON EAST ACADEMY & AL MIZAN SCHOOL

ISLAMIC SECONDARY SCHOOL FOR BOYS & ISLAMIC JUNIOR SCHOOL

Date agreed	Chair of Governing Body	Headteacher	Review
Sep 2021	Hussain Shefaar	Mohammed Badr	Review as necessary

## **INTRODUCTION**

- 1.1** The prompt payment of school fees is integral to the life blood of the school.
- 1.2** School fees are always due on or before the start of the current school term and are non-refundable.
- 1.3** Term dates are published on line and displayed in the school in advance for all interested parties to view and note.

## **2 Aims and objectives**

- 2.1** The aim of this policy is to ensure a robust, non-discriminatory and fair approach to the method by which we deal with parents who have not paid their child's school fees on time.
- 2.2** The objective of this policy is to ensure there is consistency in terms of approach and methodology. It is imperative that a standard process exists and that all involved are aware of this.

## **3 Payment of fees**

- 3.1** Parents or guardians jointly and severally (where applicable) agree to pay the fees applicable to each term directly to the schools nominated bank account.
- 3.2** Fees for each term are due and payable as cleared funds before the commencement of the term to which they relate. If an item on the fees invoice is under query, the 'undisputed' balance of that fees invoice must be paid.
- 3.3** Accepted methods of payment for fees will include: bank transfer, cheque, debit card and cash in exceptional circumstances only.
- 3.4** Any returned cheques will be subject to a £25 fee, whereupon the balance due must be paid using cleared funds.

## **5 Discount**

- 5.1** Fees which are paid in full by the 2<sup>nd</sup> of July will qualify for an early payment discount of £100 for the year.
- 5.2** Staff members of ELMT and the schools will be receiving 20% discount on the school tuition fees
- 5.3** Sibling discount is as follows: 1<sup>st</sup> child will pay the full amount. 2<sup>nd</sup> child will get 10% discount from the school tuition fees. 3<sup>rd</sup> child will get 15% discount from the school tuition fees.

## **6 Instalment arrangements (Payment Plan)**

- 6.1** An agreement by the school to accept payment of fees by instalments is concessionary and will be subject to separate agreement(s) between the parents and the School.
- 6.2** Any agreements (payment plans) will be confirmed in writing and signed by both parties.
- 6.3** Parents who have a prior agreement to pay by instalments via the bank will be allowed to continue to do so as long as they pay the agreed amount on time.
- 6.4** If parents have entered into a payment plan with the school and more than one payment is missed, then the school reserves the right to request the full amount immediately.
- 6.5** If instalments are missed and/or paid late then Governors/Trustees will be notified of the amount owing and details of the missed/late payments. Appropriate action, which could include exclusion, will then be taken.

## **7 Late Payments**

- 7.1** A £20 admin fee will be charged if fees are not paid on time. Parents will be notified by text and/or letter to bring their account up to date within the next 4 weeks.
- 7.2** If fees still remain unpaid then a further £20 admin fee will be charged and a second letter/text sent stressing that all arrears within 7 days. A report of all outstanding fees and payments made and/or missing will be passed to the trustees and possible exclusion may follow.
- 7.3** If a debt rises to an unacceptable level, the school reserves the right, in extreme cases to exclude the pupil on three days' written notice if fees remain overdue for payment.
- 7.4** If a pupil is excluded for a period of 28 days, he / she will be deemed withdrawn without notice and a term's fees in lieu of notice will be payable immediately by the Parents.
- 7.5** Refusal to make fees payment will be deemed withdrawn without notice and a term's fees in lieu of notice will be payable immediately by the Parents.
- 7.6** The parents shall also be liable to pay all costs, fees, disbursements and charges including legal fees and costs reasonably incurred by the school in the recovery of any unpaid fees regardless of the value of the school's claim.
- 7.7** GCSE certificates will not be issued if there are outstanding fees for a year 11 pupil.

## **8 Refund or waiver of school fees**

- 8.1** This is subject to individual cases

## **9 Fee increases**

- 9.1** Fees are reviewed annually and are subject to increase from time to time.
- 9.2** If parents receive less than a term's notice of a fees increase, they may give to the school a written notice of withdrawal of the pupil within 21 days and will not be liable to pay fees in lieu of notice.

## **10 Information about fees**

- 10.1** The Parents' consent to the school making enquiries of the Pupil's previous schools for confirmation that all sums due and owing to such schools have been paid.
- 10.2** The parents also consent to the school informing any other school or educational establishment to which the pupil is to be transferred if any Fees of this School are unpaid.

## **11 Anti-money laundering:**

- 11.1** From time to time, the School may need to obtain satisfactory evidence such as sight of a passport of the identity of a person who is paying fees.