



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

School fee Policy

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

Document Control

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

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

School fee - Term and conditions

This document sets out a binding agreement between the School and the parents/guardians of any student enrolled at Dar Ul Madinah Islamic Primary School for School Fees.

1. The School Fees

1.1. Fees mean School Tuition Fees.

1.2. The Fees are currently £1800 + VAT per academic year.

1.3. It may be necessary to increase fees from time to time and, where practicable, a terms notice will be given.

1.4. Parents must note that School Tuition Fees will not be the only item that must be paid for. There will be other items such as uniforms and other extra curricula activities. The Fees referred to in this document will not include such items which must be paid for separately.

2. Payment Dates

2.1. Parents have 2 Options for the payment of Fees and are required to pay the Fees as set out below.

2.2. Any arrangement for payment by instalments (termly) may be cancelled by Dar Ul Madinah Islamic Primary School should parents fail to meet their commitments. Upon cancellation, any outstanding fees shall become payable immediately.

2.3. Option 1: Annual fee of £1500 to be paid by 15th July 2024.

2.4. Option 2: Fee to be paid termly, according to the structure mentioned below;

Academic Period	Amount Due	Due Date	Payment Method
1 st Term (September to December)	£720	15 th July 2025	Standing order Bank transfer Cash
2 nd Term (January to March)	£720	15 th November 2025	Standing order Bank transfer Cash
3 rd Term (April to July)	£720	15 th March 2026	Standing order Bank transfer Cash

3. Payment Methods

3.1. Standing Order:

This is the preferred method of payment. Parents must fill out our Standing Order Mandate and provide a copy of the Mandate to the School Administrator (the original must be given to the bank).

Bank Transfer: This payment method is applicable for Option 1 and Option 2

3.2. Cash payments are acceptable but during school holidays parents must make arrangements to conduct a bank transfer for the payment to avoid arrears.

4. How to Secure a Placement at the School

To secure a place for a student for the following academic year, a parent must pay the relevant fee as stated above. Plus, a new admission fee of £100 + VAT (non-refundable)

5. Inability to Pay Full Fees

The School expects parents to meet their obligations in full and without exception. Parents may choose to apply for financial support privately to outside aid agencies; however it is not the responsibility of the School and will not be accepted as a reason for any delay in payments.

6. Missing a Payment Deadline

6.1. Fees are due on the dates set out clearly above. In the event a payment is missed, parents are notified that the student will immediately be excluded from the beginning of the following term until payment has been cleared. This will apply even during examination times.

6.2. If parents are not up to date in all payments by the dates below, a £25 admin fee will apply which will not be removed and will automatically become part of the School Fees.

- 15th July 2025
- 15th November 2025
- 15th March 2026

7. Admission Fee

When enrolling a student for the first time parents are required to pay a non-refundable Admission fee of £100 per student when first admitted to the school

8. Fees Refund

8.1. Parents must give a full term's notice in writing to the Head Teacher before withdrawing a student from the school. Fees are payable during the notice period following this any overpayment will be calculated and refunded.

8.2. Fees will not be refunded or waived for absence through sickness, if a term is shortened, a child has been excluded, if the school moves to remote learning or if a student is sent home before the normal end of term or for any other reason.

8.3 If a child is absent for five or more days for unauthorised reasons parents will be expected to attend a meeting with the head teacher and make payment of a £200 administration fee. This payment must be paid within 14 days of issue. Persistent unauthorised absence may lead to further consequences.