



Dear Parents and Carers

Thursday 1st July 2021

Ref: School Fees for 2021/2022 Academic Year

Assalaamu Alaikum wa Rahmatullahi wabarakaatuh

I pray you and your family are in the best of health.

Al-Risalah School Fees and Payment Dates for the 2021/22 Academic Year;

	Annual Fees	Term 1 Sept- Dec	Deadline for payment	Term 2 Jan- March	Deadline for payment	Term 3 April-July	Deadline for payment
Y7	3800	1800	All Paid by new pupils	1000	1 Feb 2022	1000	6 May 2022
Y8	3750	1550	Fri 1 Oct 2021	1100	1 Feb 2022	1100	6 May 2022
Y9	3750	1550	Fri 1 Oct 2021	1100	1 Feb 2022	1100	6 May 2022
Y10	3850	1650	Fri 1 Oct 2021	1100	1 Feb 2022	1100	6 May 2022
Y11	3900	1700	Fri 1 Oct 2021	1100	1 Feb 2022	1100	7 April 2022

For the academic year 2021-22, we are no longer able to offer the discount given during the last 2 years. There has been a small increase in fees to ensure the school is financially stable. InshaAllah, the fee structure will help us to provide the best education and service your child deserves. Our fees are still significantly less compared to other schools in South London.

Monthly Standing Order Payment Option

Monthly payment option is available to parents who wish to pay by standing order. Parents wishing to pay by standing order must complete the standing order form **before 16 July 2021**. If you are interested in this option please contact the school office to arrange a suitable time to visit and set this up. Please note after this date we may no longer be able to offer this option of payment method.

We are currently accepting fees payment for academic year 2021-22. Please see below for alternative methods of payment in our updated fees policy. If you require any further information please contact us at finance@alrisalah.co.uk.

With Salaams and Dua,

Finance Department





AI-RISALAH TRUST SCHOOL FEE POLICY 2021/2022

Al-Risalah Trust School is committed to working in partnership with the parent community. Al-Risalah values and appreciates the important role parents play in supporting our school. This policy is drafted to ensure parents are fully aware of the Fees Policy, the Terms and Conditions related to this policy and clarification on all fee related queries.

It is imperative that fees are paid on time to ensure the smooth running of our school. The school recognizes the enormous contribution parents make for their children and applauds their efforts. May Allah accept the efforts and sacrifices of all our parents and bless all with His pleasure- Aameen.

When fees are due Al-Risalah will remind parents through a letter sent via your child/ren. The school will also send a text alert to the parents as a reminder. Al-Risalah Trust School admin department is usually very busy and will not be sending out repeated fee reminder letters.

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METHODS OF FEE PAYMENT

There are 3 options available for paying fees:

Annual payment: Full amount to be paid during term time between July 2021 – Friday 1 October 2021 for the 2021/22 academic year. **A £100 discount is applicable for this form of payment.** This amount is to be paid at school or directly into the bank account.

1. Termly payment dates:

- First term payment is due from 1st July 2021 to 1st October 2021.
- Second term payment is due from 1st December 2021 to 1st February 2022.
- Third term payment is due from 1st March 2022 to 6th May 2022.
- **For Y11 the final due date is 7 April 2022.**

The payment can be made at school or directly into our bank account.





2. **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. Standing orders will need to be set up in July 2021 or by 1st week of Sept 2021.

Key Points, Terms and Conditions

- For all pupils, the fee amount and date of payment stipulated in the offer letter or fees reminder letter must be adhered to.
- Al-Risalah is duty bound to issue only one fee reminder letter per term for parents. The school may send other reminders if fees remain outstanding. If the fees are not paid on time by the due date and further reminder letters are sent then parents must note that an administrative charge of £20 will be applied. Should fees remain outstanding one week after the final date of payment without due notice, the child concerned may not be allowed into class.
- If the fee payment is missed by a term then a child's place will be removed from the school register and parents will have to re-apply for a place subject to availability and the complete payment of fees.
- If a parent of a new pupil or existing pupil would like to withdraw their child's place after payment is made or even before they start the new academic year. **FEES ARE NON - REFUNDABLE.**
- An administrative charge of £20 will be payable for each **cheque** or **standing order** that is not honored (bounced) by your bank. It is also imperative that parent informs the school if they have cancelled the standing order or withheld the payment. All payments must be made on time as agreed with school.
- If standing Order payment does not come through during any month it must be paid electronically or at school during the same month. The responsibility to meet the monthly schedule falls on the parent. The school will not send a reminder for this.
- The school reserves the right to increase the tuition fees at the beginning of the year; in such circumstance's parents will be informed in advance.
- If paying by cheque, it must be made out to AL RISALAH EDUCATION TRUST.
- Online payment details are: Bank Name: Habib Bank AGZurich, Account Name; AL RISALAH EDUCATION TRUST. Account no: 19115211; Sort Code: 60-95-49. **Reference must be your child's name.** Parents must notify school via email after the online payment is made.
- If a parent wishes to withdraw his/her child from the school, 1 terms' notice in advance should be given. Fees are non-refundable if parents withdraw the child. School will issue a refund if the school withdraws the place.





- If a child is withdrawn by the parent from the school all outstanding balances must be settled. The amount owed will remain a debt owed to Al-Risalah Education Trust and settled within three months.
- For new pupils, the enrolment and registration Fee of £100 is a one-off NON-REFUNDABLE fee.
- Fees are NON-TRANSFERABLE to other siblings/relatives in any of the Al-Risalah Education Trust Schools.
- If parent fails to pay fee by the due date, a child's place will not be guaranteed for the next term.
- If parents are experiencing any difficulty in paying the school fees, parents must inform the office as a matter of urgency. The Al-Risalah Education Trust will investigate the concern and may agree a flexible payment plan to help the parent meet his/her financial obligation.
- Al-Risalah is none-profit making organization. It cannot afford giving concessions and fees will NOT be waived under any circumstance. However, deadline date for the payment of fees may be extended, depending on individual circumstances.
- Al Risalah and Parents are expected to adhere and work within the framework of the Fee Policy.
- In the event of school closure, due to government lockdown or Public Health England guidance, the school will **provide full curriculum**, mostly through live online learning. Due to such closure, full fees commitment will remain and must be honored. PE classes will possibly be theory and health related.
- For Y11 pupils, school will only make one submission per subject for GCSE exams. If an exam entry for paper is to be changed parents must pay first before the change can finalize. Parents must also pay if they wish for GCSE papers to be remarked.
- **The fee policy terms and conditions must be abided by parents even if the form is not signed.**
- A copy of this will be on the parent portal of the school website.

