



Rochdale Islamic Academy
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BOYS' SCHOOL

FEES POLICY

Reviewed: September 2023
Next Review: August 2024
Responsible: M Zarafat (Head)

Governing Body Approved: September 2023
Approved: Mr Sohail Ahmed (Chair of Governors)

Terms and Conditions for Fees

This policy is intended to promote the education and welfare of pupils and the stability, forward-planning, proper resourcing, and development of the school. Reasonable changes may be made to these Terms and Conditions, the fees list, and the conditions of award (if applicable) from time to time to reflect changes in practice at the school. The academy reserves the right to increase the fees annually as per inflation. The fees do not cover planners, uniform. Lunch, trips and any additional revision guides and textbooks.

Fees Policy

In completing and signing of the pupil application form parents are signing to agree to pay all the finances involved in the academic year. These terms and conditions form the basis of a legally binding contract between the Parents/Guardians and the School for the provision of educational services. Full fees are payable by the end of the first week of term 1a. the Academy at its discretion will allow payments to be spread over 3 payments. Any other agreement will be made at the discretion of the headteacher. If a child leaves the school for any reason parents are still liable to pay the fee for the rest of the term. If a child joins the school through the term, they are liable for the payment of the full terms fees, the school does not operate a 'pro rata' fee payment system.

Exam and admission fees

A one-off payment of £25 is due with all applications, this will cover entry exam cost.

Annual fees

Year group	Total Due
All years	£2800

There will be a discount of £100 applied for a 2nd child

Payment of Fees

The fees to be made: -

Quarterly	Sept	Dec	Mar	June	TOTAL
All Years	£700	£700	£700	£700	£2,800

Parents who have financial struggle and wish to be placed on a payment plan must contact the admin office to arrange a meeting with myself. Once any payment plan has been agreed, payments must be made on time. Failure to meet the deadline will result in the payment plan option being terminated.

Methods of payments

The school no longer receives cash payments at the school. Instead, payments should be made via BACS, bank transfer using the bank details below

School bank details

Account Name:	MUSLIM EDUCATION ASSOCIATION
Account number:	24953750
Sort code:	05-07-22
Bank:	Virgin Money

Procedure for non-payment

All fees must be paid on time. Missed payment will follow the following protocol: -

1. Text reminder to parents
2. Call home by the finance lead
3. Meeting if required with the finance lead
4. Pupils suspended until payment is cleared
5. 3 missed payments may result in pupil being removed from the register, should this happen parents remain liable to make the outstanding payments in an agreed time frame

Fees are non-refundable unless at the discretion of the School Governors.

Sickness and Absence

No refund is made for sickness or absence from the school.

GCSE exam fees

RIAB is an independent school and as such does not receive funding from the government. All GCSE exams will therefore be made by parents. You will receive a letter with price details when your child starts year 11. For further information please contact the exam officer at info@riab.org.uk

Additional points to note

The management reserve the right to increase the fee at the start of each school year in accordance with rising costs and demands. Fees are always kept as low as possible to ensure we can cater for the community's needs.

- The school fees do not cover items such as school uniforms, stationary, lunches, school trips and outdoor events etc.
- GCSE exams also must be paid for as in all private schools. At all times we ensure that prices are cost price only. We are a charitable, nonprofit organisation and we do not expect to profit from anyone.
- The school management reserves the right to remove your son from lessons if fees are not paid on time, particularly if this becomes a regular problem.
- Refusal to pay fees will lead to your son being taken off roll. Legal procedures will also be taken in this situation, with the parent/guardian having to also bear the burden of the legal costs.