Al Risalah Trust Schools FEE POLICY 2026/27

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.

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 £30 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 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.

Al-Risalah School fees payment dates for the academic year are as follows**.**

2026-27

	Annual Fees Incl VAT	Pre VAT	Term 1 Sept- Dec	Deadline for payment	Term 2 Jan- March	Deadline for payment	Term 3 April-July	Deadline for payment
Y7	**5400**	**4500**	2400	All Paid by new pupils	1500	Wed 6 Jan 2027	1500	Wed 14 Apr 2027
Y8	**5400**	**4500**	2400	Wed 16 Sept 2026	1500	Wed 6 Jan 2027	1500	Wed 14 Apr 2027
Y9	**5400**	**4500**	2400	Wed 16 Sept 2026	1500	Wed 6 Jan 2027	1500	Wed 14 Apr 2027
Y10	**5640**	**4700**	2640	Wed 16 Sept 2026	1500	Wed 6 Jan 2027	1500	Wed 14 Apr 2027
Y11	**5640**	**4700**	2820	Wed 16 Sept 2026	2820	Wed 6 Jan 2027		

Please return the final page confirming your acceptance of the Al-Risalah Fee Policy.

METHODS OF FEE PAYMENT

There are 3 options available for paying fees:

1. **Annual payment**: Full amount to be paid during June - September for the academic year.

1. **(3 Payment) Termly payment**: The first payment is due from July to mid September preceding the new academic year, the second is due from December to mid January, and the third payment is due from March to April. The Y11 payment date is different from the rest of the school. Fees are now split into two parts and must be **paid in full by the term 2** deadline before your child is entered into the GCSE Exam.

2. **6 Payment Plan**: If you opt to choose the half termly payment, the below grid will apply.

Payment	Payment 1	Payment 2	Payment 3	Payment 4	Payment 5	Payment 6
Half Termly	15th Sept	15th Nov	5th Jan	5th March	25th April	15th June

Please note that the first-term fees for Year 7 and in-year transfers are not included above, as these fees must be paid in advance before joining. Parents may opt for the six-payment plan for the remaining Term 2 and Term 3 fees.

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.

- If a parent of a new 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.**

- Please note we have **removed the standing order option**, **cheque** and **smaller monthly instalments are no longer accepted**. All payments must be made according to one of the above three options only due to VAT purposes.

- 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.

- The 20% VAT started on 1st January 2025, is calculated on the total school fees and is paid directly to HMRC. Unfortunately, this VAT charge is COMPULSORY, as it is a government-imposed policy and therefore NEEDS TO BE PAID.

- Online payment details are: Bank Name: Habib Bank AG Zurich, Account Name; AL RISALAH EDUCATION TRUST. Account no: 29119544; Sort Code: 60-95-49. Reference must be your child's name. Parents must notify school via email after the online payment is made.

- We accept card payments; however, a 2% processing charge will be added to the payment amount. For example, a payment of £1,000 would incur an additional charge of £20, making the total payable £1,020.

- The school strongly encourages payments to be made using the bank account above. We discourage cash payments, however if this is your only preferred method of payment please contact the school to discuss this further.

- 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 in year student admission, the enrolment and registration Fee of £100 (inclusive of VAT) 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.

- Please note that Al-Risalah is none-profit making organisation. 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 online learning. Due to such closure full fees commitment will remain and must be honored. PE classes will possibly be theory and health related.

Al Risalah Trust Schools Fee Policy Parent Acceptance Form

For Parent use only

Please confirm you have read the Fee Policy and the above terms and conditions, and that you will abide by the Al-Risalah Fees Policy. Kindly sign the space allocated for parent signature and return the form to school:

Please note signing of this policy and returning this slip within 5 days of receipt is a key requirement for the child to remain a pupil at Al-Risalah School.

Parental Acceptance of Terms and Conditions of the Al-Risalah Trust Schools Fee Policy

I (Name of Parent) ....., parent of child/ren:

1._____ Year: _____

2._____ Year: _____

3. _____ Year: _____

Confirm that I have read and understood the Al-Risalah School Fee Policy and agree to abide by the Al-Risalah Trust Schools Fees Policy Terms & Conditions.

Address:

_____

_____

Home Telephone:_____ Mobile: _____

E-mail: _____

Signature: _____ Date: _____

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For Al-Risalah Office Use Only

Form Received Date: ……..

Form signed and Dated by Parent: Yes/ NO

Staff Signature/Initials: ……..