



IQRA ACADEMY FEES POLICY

This policy sets out a binding agreement between the Parents/Carers of any Student enrolled in Iqra Academy ('School').

1. Annual School Tuition Fee for Years 7-11

1.1 The School tuition fee is **£4,200.00 including VAT** per student for the academic year.

1.2 The School reviews its fees on an annual basis. Any revised fee will normally come into effect from September at the start of each academic year.

1.3 The school tuition fees do not include trips, uniform, equipment, lost or damaged books/equipment, or other separately notified charges.

2. Payment of School Tuition Fees for Years 7-11

2.1 The school tuition fees can be paid in one of the following ways:

Payment Option 1 - (preferred)

Annual in Advance: £4,200.00 by bank transfer, payable by 15 August.

Payment Option 2

Three instalments as follows:

1st payment due 01 August: £1,400.00 by bank transfer

2nd payment due 01 December: £1,400.00 by bank transfer

3rd payment due 01 March: £1,400.00 by bank transfer

Payment Option 3

Twelve monthly payments of £350.00, payable on the 1st of each month from August to July.

2.2 Parents/Carers opting for Payment Option 1 or Payment Option 2 can pay by bank transfer or Cash Payments.

2.3 Parents/Carers opting for monthly instalments may pay by Direct Debit or BACS.

Cancellation of a Direct Debit mandate, or failure to maintain the agreed BACS payment schedule, will be treated as non-payment and dealt with under Section 5.

2.4. Once a student is enrolled and has **attended her first day** at the School, the Parent/Carer is **liable to pay all fees due** under this policy from that point onwards. Withdrawal after the student

has started does not remove liability for fees that have become due or remain payable under the agreed payment plan and the notice provisions in Section 9.

2.5 Students who wish to leave the school must give **3 months written notice (1 term)**. Where the required notice is not given, fees in lieu of notice will be payable for the whole of the relevant term (see Section 9 for details).

3. Method of payment

3.1 The School does accept cash payment for fees.

3.2 Annual and instalment fees must be paid directly into the School's account, using the student's full name as the payment reference.

Bank Name: Barclays

Account Name: PMET (Peterborough Muslim Education Trust)

Account Number: 33392554

Sort Code: 20-67-40

Payment Reference: Fees (Student Name)

3.3 Monthly payment of school fees may be made by Direct Debit, BACS or Cash in accordance with the agreed payment schedule.

4. Inability to pay full fees

4.1 The School expects all Parents/Carers to meet their obligations in full and without exception. Parents/Carers may seek financial aid through outside agencies; however, this is not something the School can guarantee or is obliged to provide.

5. Missing a Fee payment

5.1 The School relies on the prompt payment of fees which all Parents/Carers commit to when they accept a place for their daughter.

5.2 In the event that a fee payment is missed, Parents/Carers will be contacted in writing and given **5 school days (one school week)** to clear all outstanding fees in full. If the outstanding amount is not cleared within that period, the student may be excluded from School until payment is made.

5.3 If fees continue to remain outstanding by the 5th day of an exclusion, the School reserves the right to withdraw the Student from the School Register. The School will contact the Local Authority to officially inform them of the final decision. This may apply even during examination times.

5.4 It is a Parent/Carer's responsibility to check their own emails and keep updated with notifications from the School. The School will not be responsible if Parents/Carers fail to answer telephone calls or read emails and other written communications sent to the contact details held by the School.

6. Sibling discounts

6.1 Where two children from the same family are enrolled at Iqra Academy at the same time, the second child receives a **£200.00 reduction** in the annual tuition fee.

6.2 The annual tuition fee for the second child for 2026-27 is therefore **£4,000.00 including VAT**.

6.3 The discounted second-child fee may be paid using the same payment options as follows:

Payment Option 1

Annual in Advance: £4,000.00 by bank transfer, payable by 15 August.

Payment Option 2

Three instalments:

05 August: £1,333.33

05 November: £1,333.33

05 March: £1,333.34

Payment Option 3

Twelve monthly payments: £333.33 per month from August to June, followed by a final payment of £333.37 in July.

7. Notice to leave the School

9.1 Deposits, Application Fees and Administration Fees that are stated to be non-refundable are non-transferable and non-refundable at all times, unless the school confirms otherwise in writing.

9.2 Parents/Carers must give **1 term's notice (3 months)** in writing to the Headteacher stating their intention to withdraw a student, as shown in the table below:

ACADEMIC PERIOD Parents intention to withdraw student from:	WRITTEN NOTICE DEADLINE School must be in receipt of the written notice by:
Term 1: September	Beginning of May of the previous academic year
Term 1: November	Beginning of July of the previous academic year
Term 2: January	Beginning of September of the previous Term 1
Term 2: February/March	Beginning of November of the previous Term 1
Term 3: April / May	Beginning of January of the previous Term 2
Term 3: June/July	Beginning of March of the previous Term 2

9.3 If a student is withdrawn from the School after the Parents/Carers serve the correct notice, any refundable deposit will be dealt with in accordance with the School's written terms, less any outstanding fees or monies owed for lost or damaged books/equipment. Where the required notice has not been given, fees in lieu of notice will be payable for the whole of the relevant term.

9.4 Fees paid will not be refunded or waived for any part of a term for which a student is absent through illness, accident, vacation, exclusion, a shortened term or any other cause.

9.5 The fee liability in Section 2.4 continues to apply where a student is withdrawn after attending her first day. Leaving the School does not by itself cancel fees already due or fees payable under the agreed payment plan and notice provisions.

8. If a student is asked to leave the school

10.1 If a student is asked to leave the School, any refundable security deposit will be dealt with in accordance with the School's written terms after deduction of any outstanding fees and monies owed for lost or damaged books/equipment.

9. Communication

11.1 All communication regarding school fees should be conducted in writing with the School Finance/Administration Team via admin@iqra-academy.co.uk.

11.2 The School Office may not be privy to all individual student fee information. All fee queries should therefore be directed to the Finance/Administration Team in writing.