

FEES POLICY

FEES BREAKDOWN

The below fee rate reflects the amount of money needed to effectively run the institute. Our fee remains dramatically lower than other similar service providers. Our aim in keeping the fees low is to allow more children to benefit from the Lewisham Islamic Institute.

Lewisham Islamic Institute follows a yearly curriculum (September – July) therefore children should show full commitment by attending the full year (38 weeks). Annual fee must be paid before the start of the new academic year.

Additionally management will: (excluding the Hifdh Programme)

- Give £10.00 discount per child for those that have 1 or more siblings attending.
- Give a further £10.00 discount per child, of the final amount if advance payment is made for the year.

Number of Children	3 Instalments Of	Yearly	Yearly Advance Payment Discount
1 Child	£120	£360	£350
2 Children	£220	£660	£640
3 Children	£330	£990	£960
4 Children	£440	£1320	£1280
5 Children	£550	£1650	£1600

Table 1: Fees breakdown

PAYMENT METHODS

Fees can be paid using any of the following methods:

- Bank Transfer
- Cash Payment
- Cheque Payment
- Direct Debit
- Standing Orders

PAYMENT PROCEDURE

In order to avoid late payments, resulting in your child/ren being withdrawn from their class without notice, please follow our payment procedure as stated below:

- Full fee must be paid for new pupils upon acceptance before being permitted to attend classes.
- Existing pupils must pay before the start of the new academic year, in August.
- Payments can be made in either of the following structure with amounts as shown in the fees breakdown table:
 - One yearly advance payment to be made within 14 days of the beginning of the academic year.
 - In 3 instalments: Each instalment must be paid in advance before the new term starts, please refer to the yearly calendar.
- If you wish to withdraw your child/ren from the Institute, this must be done at the end of the academic year. If any pupils leave during the year, there will be no fee refunds and you will still be liable to pay any remaining balance of the annual fee.
- All registered pupils will be considered as continuing pupils unless we are notified by parents at the end of the academic year.
- Fees can be paid in cash, cheque and via bank transfer.
- We do accept 12 monthly payments from those families who are committed to their child/ren learning but struggling financial (proof of setting up standing order must be provided and signed). This must be done by setting up a standing order **only**.
- No refunds available.
- Invoices will be sent to parents before the start of the academic year.
- Those paying fee in instalment will be sent fee due reminders via text messages with the deadline date. If deadline date is not met, pupils will no longer be allowed in class and will lose their space at the Institute.

OUTSTANDING PAYMENTS FROM CHILDREN NO LONGER REGISTERED AT LI

- Any child/ren that gets removed from the Institute can only re-apply to go on the waiting list once payment is made in full.
- If a child/ren leave the Institute without paying their outstanding fees then the finance manager will follow up to retrieve payments from the parents by sending letters, emails and making phone calls.

I, _____ (parent name), acknowledge that on _____ (date), I received and read a copy of Lewisham Islamic Institute fee policy and understand that it is my responsibility to be familiar with and abide by its terms.

Signature

Printed Name

Date

Reviewed Date: 12/08/2021

Reviewer: Seren Erdel (Head Teacher)

Next Review Date: 12/08/2022

VERSION CONTROL

Version	Description	Date	Changed/Amended By
V1.0	Final Version	12/08/2021	SE
V1.1	Full update, changes to wording and structure	12/08/2021	SS