



Ta-Leem
INSTITUTE

Fees Policy

Admission Fee

A £45.00 non-refundable registration fee will be charged for administration costs. This is only paid once. Students who have left Taleem and then wish to return will have to pay the admission fee again.

Weekend classes

Sat 9:30-12:30 Sun 9:30-12:30

Islamic weekend School (Sat & Sun 6 hours)

A tuition fee of £55.00 is paid at the beginning of every four weeks for the Weekend Classes.

Weekday classes

Tue 5pm - 7pm Wed 5pm - 7pm Thur 5pm - 7pm

Taleem Weekday School (Tue – Thur 6 hours)

A tuition fee of £55.00 is collected at the beginning of every 4 weeks.

. How to pay

Payments are due at the start of each cycle and can be made by cash or cheque. Please write clearly the name of the child at the back of the cheque in the name of Taleem Limited . Please collect a receipt for cash payments.

If you wish to pay a regular standing order direct to our bank please take details from our administrator.

Letters, text messages, emails and phone calls will be issued to remind parents who may have forgotten.

Eid & Bank Holidays

Taleem Weekday and Weekend School is closed on all bank holidays and Eid related days. Full fees are due on those days.

Late fees charge and exclusion policy

We have introduced a £5 charge per child per cycle for any fees that are not paid within the 4 weeks cycle of the due date. This payment covers the admin cost to recover the late fee. Students will be removed from the course register automatically if tuition fees remain unpaid for three consecutive cycles.

Cheques that are returned by the bank

There will be a £5 charge for any returned cheques. This charge is to cover the banking fees.

Procedure on leaving Taleem

Guardians should give the school a four week notice if they decide to withdraw their children from studying at Taleem and complete a leaving form.

Fees during pupil absence

If students are absent and fees are unpaid they will be excluded after 4 weeks.

If students are away on a planned holiday fees must be paid in advance before going away or the student will be excluded.

Students will have to pay their fees even if they are absent. This could be due to illness or if the children are away on family holidays. There are no refunds or discounts during absences.

Fees policy during non-teaching activities

Full fees are due if regular classes are replaced by an activity considered important for the children's education for example meeting parents to discuss the progress of the children inset day for teacher training or a school conference.

Fees policy during emergency closures

Full fees are due if the school is closed for a health and safety reason e.g. extreme weather conditions, premises maintenance issues or any other health and safety issues e.g. fire alarms.