



**Ta-Leem**  
INSTITUTE

## **Taleem Fees Policy**

### **INTRODUCTION:**

1. The prompt payment of school fees is integral to the life blood of the school.
2. School fees are always due on or before the start of the current school term and are non- refundable.
3. Term dates are published on line and displayed in the school in advance for all interested parties to view and note.

### **Aims and objectives:**

1. The aim of this policy is to ensure a robust, non-discriminatory and fair approach to the method by which we deal with parents who have not paid their child's school fees on time.
2. The objective of this policy is to ensure there is consistency in terms of approach and methodology. It is imperative that a standard process exists and that all involved are aware of this.

### **Admission Fee:**

A £35.00 non-refundable registration fee will be charged for all administration costs. This is only paid once. Students who have left Taleem and wish to return will have to pay the admission fee again.



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### **How to pay:**

Payments are due at the start of each term and can be paid by cash or bank transfer. Please collect a receipt for any cash payments that are made.

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

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

### **Eid & Bank Holidays:**

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

### **Late fees charge and exclusion policy:**

We have introduced a £5 charge per student for any fees that are not paid by due date. This payment covers the admin cost incurred in recovery of late fees. Students will be removed from the course register automatically if tuition fees remain unpaid for three consecutive terms.

### **Procedure on leaving Taleem:**

Guardians should provide the school with at least a four week notice if they decide to withdraw their child from studying at Taleem in addition to completing a leaving form.



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### **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 pupil is away on a family holiday. There are no refunds or discounts due to absences.

### **Fees policy during non-teaching activities:**

Full fees are due if regular classes are replaced by an activity considered to be important for the student's educational development. For example, parental meetings, teacher training day, or a school conference.

### **Fees policy during emergency closures:**

Full fees are due if the school is closed for health and safety reasons. For instance, any extreme weather conditions, structural maintenance or any other health and safety issue