



## LADY NAFISA SCHOOL FEES POLICY

This policy sets out a binding agreement between the Parents of any Student enrolled in Lady Nafisa School ('School').

### 1. Annual School Tuition Fee

1.1 The school tuition fees are £4,440.00 per annum per student for the academic year 2020/2021. (*Tuition fees are subject to review in January 2022*). Every effort is made to give a full term's notice of fee increase but the School reserves the right to increase the fees without notice if necessary.

1.2 The school tuition fees do not include trips, uniform, examinations, equipment etc.

### 2. Payment of School Tuition Fees

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

#### Payment Option 1

Annual in Advance: £4,440.00 by bank transfer

#### Payment Option 2

Three Term instalments as follows:

<u>1<sup>st</sup> term</u> payable by the first day of term in September	£1,480.00 by bank transfer
<u>2<sup>nd</sup> term</u> payable by the first day of term in January	£1,480.00 by bank transfer
<u>3<sup>rd</sup> term</u> payable by the first day of term in April	£1,480.00 by bank transfer

#### Payment Option 3

Twelve monthly payments of £370 to be paid on the 1<sup>st</sup> of each month.

2.2 Late payment of fees will result in an admin charge of £30.00 added to the account.

Those students whose fees are not paid by the end of the week will **NOT** be allowed to attend school until payment has been received. If they do attend school during this time, they will be sent home.

2.3 Students who wish to leave the school must give **one term's written notice** and will be required to pay fees for the whole of that term.

#### 2.4 Year 11 students

Parents will start a new standing order on 1<sup>st</sup> September and will pay nine monthly instalments as follows:

£543.33 x 9

This figure may be adjusted according to the number of GCSEs a student is entered for. Parents must show evidence of the standing order being set up before start of school.

### 3. Method of payment

3.1 The school does not accept cash payment of any fees.

3.2 Annual and termly fees must be paid direct into the school's account (see below), using the daughter's full name as reference.

3.3 Monthly fees must be paid by **STANDING ORDER** into the following account:

*Bank Name:* HSBC  
*Account Name:* Lady Nafisa Secondary School  
*Account Number:* 81510762  
*Sort Code:* 40-25-01

A Standing Order form is available from the School Office.

#### **4 Inability to pay full fees**

The school expects all parents to meet their obligations in full and without exception. Parents may seek financial aid through outside agencies; however, this is not something the school can assist in.

#### **5 Missing a Fee payment**

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

5.2 In the event that a fee payment is missed, Parents will be contacted via email and issued with a 48 hour grace period during which all fees must be paid in full. If Parents do not fulfil their duty, despite the reminder, their daughter will be immediately excluded from school until payment is made.

5.3 If a fee payment is missed, a £30 penalty charge will automatically be added to the fee total.

#### **6 Sibling discounts**

6.1 Parents can apply for a sibling discount via [finance@ladynafisa.org](mailto:finance@ladynafisa.org) before the start of term.

6.2 There is a limit of 10% discount for siblings.

#### **7 Registration fee when enrolling for the first time**

7.1 Parents are required to pay £50 non refundable Registration fee per student when first registering at the school.

#### **8 Accepting an offer of a place for the first time**

8.1 One payment of £370 is required for all new applicants; this is non-refundable and must be paid upon acceptance of your child's place.

#### **9 Notice to leave the School**

9.1 Parents must give one full term's notice in writing to the Head teacher stating their intention to withdraw a student.

9.2 For the sake of clarity notice must be given according to the table below:

<b>Academic Period (parents decide to withdraw from )</b>	<b>Written notice deadline (School must receive notice by this date)</b>
Term 1 (Sept – Dec)	End of April of previous academic year
Term 2 (Jan – April)	End of August of previous academic year

Term 3 (May – August)	End of December of previous academic year
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**10     Communication**

10.1 All communication regarding school fees will be conducted in writing with the Finance Team via the email [finance@ladynafisa.org](mailto:finance@ladynafisa.org).

10.2 The School Office will not be privy to any student fee information. All queries must be directed to the finance team on the email above.