



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 £4,551.00 per annum per student for the academic year 2022-2023.

1.2 The School increases its fees on an annual basis in line with inflation (<https://www.ons.gov.uk/economy/inflationandpriceindices>), which is typically 2.5% on average per year. The revised fee comes into effect from September of each year.

1.3 The school tuition fees do not include trips, uniform, external 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 - (preferred)

Annual in Advance: £4,551.00 by bank transfer

Payment Option 2

Three Term instalments as follows:

<u>1st term</u> payable by the first day of term in September	£1,517.00 by bank transfer
<u>2nd term</u> payable by the first day of term in January	£1,517.00 by bank transfer
<u>3rd term</u> payable by the first day of term in April	£1,517.00 by bank transfer

Payment Option 3

Twelve monthly payments of £379.25 to be paid on the 1st of each month.

2.2 Parents opting for Option 1 and 2 must pay by bank transfer. Parents opting for Option 3 must complete the Direct Debit mandate before the child can start school.

2.3 Cancellation of the mandate at any point during the child's schooling, will result in immediate removal of the child from the school.

2.4 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.

2.5 Students who wish to leave the school must give **one term's written notice (12 weeks)** and will be required to pay fees for the whole of that term.

2.6 Year 11 students

Fees for Year 11 will include external GCSE exam fees. Fees will be paid over 10 months from September - June.

The external GCSE exam fees are set by the exam boards and updated annually. Typically, on average students sit nine GCSEs which are charged at £50.00 per GCSE subject.

As a guide Year 11 fees for 2022-2023 are:

Basic fee + £450 (for nine GCSEs)

= £5,001.00

In ten monthly installments:

= £500.10

This figure will be adjusted according to the number of GCSEs a student is entered for in April.

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.

<i>Bank Name:</i>	<i>HSBC</i>
<i>Account Name:</i>	<i>Lady Nafisa Secondary School</i>
<i>Account Number:</i>	<i>81510762</i>
<i>Sort Code:</i>	<i>40-25-01</i>

3.3. Monthly payment of school fees must be via Direct Debit. A mandate form is available from the School Office and on the school website.

4. Inability to pay full fees

4.5 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 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 £1517.00 (a terms fees) is required for all new applicants. This payment is kept by the school and used to contribute towards the final month's fee once your daughter finishes in Year 11.

8.2 This payment may be used towards any outstanding fees/exam fees/trips payment which have been unmet by Parents.

9. Notice to leave the School

9.1 Parents must give one full term's notice (12 weeks) in writing to the Head teacher stating their intention to withdraw a student

10. Communication

10.1 All communication regarding school fees will be conducted in writing with the Finance Team via the email 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.