



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 for Years 7- 10

1.1 The School tuition fees are £4,778.55 per annum per student for the academic year 2023-2024.

1.2 The School increases its fees on an annual basis in line with inflation (<https://www.ons.gov.uk/economy/inflationandpriceindices>), which currently is at 9.2%. However considering the current economic climate we have opted for a lower increase of just 5%. The revised fee comes into effect from September of each year.

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

2. Payment of School Tuition Fees for Year 7 - 10

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

Payment Option 1 - (preferred)

Annual in Advance: £4,778.55 by bank transfer

Payment Option 2

Three Term instalments as follows:

<u>1st term</u> payable by the first day of term in September	£1,592.85 by bank transfer
<u>2nd term</u> payable by the first day of term in January	£1,592.85 by bank transfer
<u>3rd term</u> payable by the first day of term in April	£1,592.85 by bank transfer

Payment Option 3

Twelve monthly payments of £398.21 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 register with our Gocardless Direct Debit system 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 Annual School Tuition Fees for Year 11

The School tuition fees for year 11 (including external GCSE Exam Fees) are £5,278.55 per student for the academic year 2023-2024.

Fees will be paid over 10 months from September - June.

In ten monthly installments:

= £527.86

Or the parent may opt to pay the full fees at the beginning of the year.

2.5 Students who wish to leave the school must give **3 months written notice** and in lieu of this notice period the student will be required to pay fees for the whole of that term (see point 9 for details).

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 by registering on to the school Gocardless system.

4. Inability to pay full fees

4.5 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 1 week to clear all outstanding fees in full. If Parents do not fulfil their duty, despite the reminder, their daughter will be excluded from school at the end of this 5 day grace period until payment is made.

5.3 If Fees continue to remain outstanding by the 5th day of an Exclusion, the School reserves the right to withdraw the Student from the School Register. The School will contact the Local Authority to officially inform them of the final decision. This will apply even during examination times.

5.4 It is a Parent's responsibility to check their own emails and keep updated with notifications from the School. The School will not be responsible if Parents fail to accept the telephone call or read any emails sent out.

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 A security deposit of £1592.85 (a terms fees) is required for all new applicants. The Security Deposit will be retained on the Student's account until the Student leaves the School and will be credited to the final payment of Fees and/or other sums due to the School upon leaving.

9. Notice to leave the School

9.1 Deposits, Application Fees and Administration Fees are non-transferable and non-refundable at all times.

9.2 Parents must give **3 months notice** in writing to the Head teacher stating their intention to withdraw a student as shown as per table below:

ACADEMIC PERIOD Parents intention to withdraw student from:	WRITTEN NOTICE DEADLINE School must be in receipt of the written notice by:
Term 1 : September	End of May of the previous academic year
Term 1 : November	End of July of the previous academic year
Term 2 : January	End of September of the previous Term 1
Term 2 : February/March	End of November of the previous Term 1
Term 3 : April / May	End of January of the previous Term 2
Term 3 : June/July	End of March of the previous Term 2

9.3 If a Student is withdrawn from the School after the Parents serve the correct notice, the full deposit will be refunded (minus any outstanding fees or monies owed for lost books or equipment) 30 days after the student leaves the school.

9.4 Fees paid will not be refunded or waived for any part of a term for which a Student is absent through illness, accident, vacation, exclusion or if a term is shortened or any other cause.

10. If a student is asked to leave the school

10.1 If a student is asked to leave the school the security deposit (minus 1 months fees, any outstanding fees or monies owed for lost books or equipment) will be refunded 30 days after the student leaves the school.

11. Communication

11.1 All communication regarding school fees will be conducted in writing with the Finance Team via the email finance@ladynafisa.org.

11.2 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.