



Al-Burhan Grammar School

*Dedicated to learning as the
foundation of life*

Fees, Charging and Remissions Policy

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Tuition Fees

As an independent school, timely payment of School Fees is essential to the functioning of the School, as we have no other source of income.

Update on VAT

The government has now added VAT to all independent school fees. This is being challenged in courts, however in the meantime this law must be followed. We already keep the school fees as low as we can, and so we are unable to absorb this extra cost. Therefore, 20% VAT is applicable to all tuition fees for spring term 2024-2025 and onwards.

Tuition Fees for admissions from 1st January 2025

If a student is joining Year 7 or 8, the yearly tuition fees are £4,500 + £900 (20% VAT by the government)

If a student is joining Year 9, 10 or 11, the yearly tuition fees are £4,800 + £960 (20% VAT by the government)

Before your daughter begins her education at Al-Burhan, following must be paid:

1. Admission fee of £300
2. Deposit of £400 in addition to the tuition fees. This deposit is non-refundable, even if you subsequently decide not to send your daughter to Al-Burhan. The deposit is used towards
 - a. The last term's tuition fees in your daughter's final academic year or
 - b. During the notice period when you give one term's notice in writing of your intent to withdraw your daughter (at the latest by the first day of the term at the end of which the student is to leave the school).

All tuition fees are non-refundable. No allowance is made in fees for any student being absent through illness, exclusion or other cause.

Fees are reviewed on an annual basis. If there is a fees increase after your daughter has started school, the fees for your daughter will not exceed the standard fees for her starting school year.



Student Fees Payment Timelines

There are 2 options for payment of school fees.

	Option 1: Yearly (One Instalment)	Option 2: Termly (Three Instalments)
Instalment details:	1 yearly instalment depending on your daughter's annual fees	3 instalments (each + VAT)
Payment due date:	In advance of the coming school year by 1 st July.	Term 01 (Autumn Term) – due no later than 1 st July. Term 02 (Spring Term) – due no later than 1 st December Term 03 (Summer Term) – due no later than 1 st March.

If a student joins during term time, the full-term fees is payable regardless of the start date.

If parents have difficulty paying the fees according to either schedule, they must contact the School office and arrange a meeting with the Headteacher.

Fees Payment method

Preferred method of Payment is via bank transfer. We can accept cheque or cash payments but there is a 2% administration charge for this.

Account details for bank transfer:

Bank: TSB | A/c number: 00668658 | Sort code: 30-97-76 | Account name: Al-Burhan School
Payment reference: Your daughter's full name and School Year.

Tuition Fees reduction

Financial Difficulty

We understand that everyone's financial circumstances are different, and people can and do fall on hard times. If this happens, parents must contact the School Office and arrange a meeting with the Headteacher to discuss the circumstances so that an appropriate plan can be put in place.

Scholarships

These are awarded if pupils achieve excellent scores on the entrance test in English and Maths. If this is the case, School will contact the parents.

Other charges

Late Tuition Fees Payment Penalty:

The Tuition Fees must be paid in advance according to the above schedule. If the fees are not paid by the due date, an administration charge of £50 will be applied. This will be payable in addition to the outstanding fees.

If fees are still not paid (then after a final reminder) the pupil will be taken off roll.

If it has been necessary to exclude a pupil permanently for non-payment of tuition fees, a re-admission fee of £300 will be applied.



Books:

The School provides most of the Key Stage 3 books, but require some texts such as Islamic Studies, Quran, Arabic and Urdu language texts to be purchased.

Parents are required to purchase all necessary GCSE study books/other relevant material. A detailed book list is provided for each year group in advance with details of the specific books. We will order these through school at discounted prices, but parents can decide if they wish to purchase these 2nd hand at a cheaper price themselves, or if they already have copies of the books at home.

Public examinations (GCSEs):

Exam fees must be paid before pupils can be entered for any public examinations.

Late payment of exam fees will incur administration charges.

Please note that students registered with Al-Burhan cannot sit exams at other centres.

Other Activities:

The cost of any external sporting activities, educational visits and trips arranged by Al-Burhan Grammar School will be paid by the parents.