



Al Islah
Girls' High School
RESPECT EDUCATE ACHIEVE

Payment of School Fees Policy

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Payment of School Fees Policy

Introduction

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

Aims and Objectives

- 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.
- 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.

Payment of Fees

- Parents or guardians jointly and severally (where applicable) agree to pay the fees applicable to each term directly to the schools nominated bank account.
- Fees for each term/month are due and payable as cleared funds before the commencement of the term/month to which they relate. If payment of fees is not made at the beginning of the term or by the end of each month, a penalty charge of £10 per calendar month will be added on to the school fees. If an item on the fees invoice is under query, the 'undisputed' balance of that fees invoice must be paid.
- From Autumn Term 2022, **cash** payments will be accepted at the school for the payment of school fees. Accepted methods of payment for fees will now include: cash, bacs transfer, cheque, debit/credit card.
- Any returned cheques will be subject to a £20 fee, whereupon the balance due must be paid using cleared funds.

Payment of Fees by a third party

- An agreement with a third party (such as School Fee Plan) to pay the fees or any other sum due to the school does not release the parents from liability if the third party defaults and does not affect the operation of any other of these terms and conditions unless an express release has been given in writing, signed by the Headteacher.
- If Parents are removed from, or cancel their School Fees Plan agreement (for whatever reason) and any fees are unpaid, this will incur an administration charge of £50.00. The parents will then need to agree a payment plan with the school office.

Instalments arrangements (Payment Plan)

- An agreement by the school to accept payment of fees by instalments is concessionary and will be subject to separate agreement(s) between the parents and the School.
- Any agreements (payment plans) will be confirmed in writing and signed by both parties.
- Parents who have a prior agreement to pay by instalments via the bank will be allowed to continue to do so as long as they pay the agreed amount on time.
- If parents have entered into a payment plan with the school and more than one payment is missed, then the school reserves the right to request the full amount immediately.
- If instalments are missed and/or paid late then the Governing Body/Trustees will be notified of the amount owing and details of the missed/late payments. Appropriate action, which could include exclusion, will then be taken.

Late Payments

- A £10 admin fee will be charged if fees are not paid on time each month. Parents will be will be notified by text and/or letter to bring their account up to date within the next 4 weeks.
- If fees still remain unpaid then a further £20 admin fee will be charged and a second letter/text sent stressing that all arrears within 7 days. A report of all outstanding fees and payments made and/or missing will be passed to the governing body/trustees and possible exclusion may follow.
- If a debt rises to an unacceptable level, the school reserves the right, in extreme cases to exclude the pupil on three days' written notice if fees remain overdue for payment.

Refund or waiver of school fees

Save where there is a legal liability under a court order or under the provisions of this agreement to make a refund, fees **will not** be refunded or waived if:

- The pupil is absent through illness; or
- A term is shortened or a vacation extended; or
- The Pupil is released home before the normal end of the school day; or
- The school is temporarily closed due, for example, to adverse weather conditions; or
- For any other reasonable reason.