

# Quwwat-Ul-Islam Girls' School



## School Fee Policy

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| <b>Policy Links</b>   | Admissions Policy |

|                                                            |
|------------------------------------------------------------|
| School Motto                                               |
| Together we can achieve more                               |
| School Values                                              |
| Respect . Aspiration . Responsibility                      |
| Learning Drivers                                           |
| Caring for Ourselves, Our World, Our Education, Our Rights |

### **School Vision Statement**

To establish a school of excellence both **Islamically** and **Academically** - Provide a **holistic** education which is inspired by: **Taqwa**: God consciousness **morals and values** inspired by the prophet (saw) coupled with **academic excellence**.

At Quwwat-UI-Islam girls' school we adhere to the following:

- **Mutual respect and tolerance** - We respect and care for everybody.
- **Democracy**– We promote the right of every individual to have their opinions and voices heard.
- **The rule of the law** – We understand that laws and rules protect us and at the same time provide us with responsibilities, by breaking them there are consequences.

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## Introduction

This policy is underpinned by the commitment of all at Quwwat Ul Islam Girls' School to ensure that parents are informed of the fee procedure and understand the school's process of fee collection and management.

This policy relates to all students who apply to study or continue their studies during the academic year 2026-2027.

This policy applies to all students and sets out:

- The total school fee for each student
- When and how fees can be paid
- Process of addressing late payment and non-payment of fees
- Regulations which apply to refunds, withdrawals and fee transfer requests

The school fee is the amount paid to undertake a programme of study; this is usually charged annually. Occasionally, additional charges may be applied to cover the cost of books, trips and external activities. The school will advise parents of the charges and how these will be collected. Failure to pay any such charges may result in penalties being applied.

**Your daughter may also be taken off roll for non-payment of school fees.**

Fees quoted in this policy apply to the academic year 2026-2027 only; all fees may be subject to increase in subsequent years of study.

Parents will be notified of the annual school fee due before the new academic year's re-admission.

## Admission

Admission at QUIGS is the process whereby you complete the application and registration process, so that your daughter officially becomes a QUIGS student.

As part of the application process, parents will be asked to sign the declaration **(Appendix A)** stating that they agree to adhere to the school's guidelines and procedures. This document also states that parents will ensure that fee payments are made by the payment date.

Payment of school fees is part of the admission and re-admission (for the next academic year) process. Late admission charges may apply if you do not complete your admission by the relevant date.

When we refer to payment dates, we mean the date at which we cleared the funds in our bank account.

In order to re-admit, you will need to clear any outstanding debts you owe in full before you will be allowed to complete the re-admission.

## **Fees**

The annual fee for a Primary student is **£4410** and for a Secondary student it is **£4650**.

Parents paying fees for multiple children are entitled to a fee discount for each additional child. The first child will always pay the full fee payment. The discount will be applied to each sibling thereafter.

**Please note discounts will not be applied to Reception students that receive EYFS funding.**

The annual school fees and payment schedules can be found in:

**Appendix B EYFS School Fees**

**Appendix C Primary School Fees**

**Appendix D Secondary School Fees**

All fees are payable one term in advance. For new admissions this may vary depending on when they join the school.

## **How To Pay Fees**

Payments can only be made via bank transfer or paying in at a NatWest Branch. Our bank account information can be found below.

Account Name: Quwwat Ul Islam Girls' School

Banking Society: NatWest Plc

Account Number: 16745388

Sort Code: 60-08-28

Reference: Pupil's Full Name

Parents wishing to make payments via alternate means will need to contact the school Office.

If you have questions about how much you owe or are having difficulty paying your fees, please contact the Office Manager.

## Failure to pay Fees

All payments must be made by the deadline given. **Only 1 reminder will be issued regarding overdue fees.** Any payments still outstanding thereafter will incur a £10 fine. For each consecutive week the balance remains outstanding, a further £10 fine will be applied. After 4 weeks of non-payment, the school will take the student off-roll. Parents will then need to pay an administration charge of £300 to re-admit the student.

Any bounced cheque payments will incur a £20 administration charge.

If you are having difficulty paying, please contact the Office Manager before the deadline to discuss this. Failure to contact the school and make payment arrangements will result in the school following the above protocol for dealing with non-payment of fees.

If you fail to pay in accordance with the Fee Policy and/or become a debtor;

- We may take the student off-roll.
- We may not allow the student to re-admit for the next academic year.
- We may not register your daughter for external examinations
- We will withhold any results, certificates of award for which you may be eligible until all outstanding fees and where relevant, any accrued fine or recovery costs, have been paid in full.

## Refunds & Transfers

The school has a strict policy in regards to refunds and transfer of fees; **all school fees are non-refundable and non-transferable.**

Parents who wish to withdraw a student must give a term's notice, therefore, not paying the next term's school fee. Midterm withdrawals will not be issued refunds.

## Additional Costs

Additional costs are costs for items not covered by the school fees. These include consumables, events or activities such as the following.

- Year 11 GCSE Fees
- Educational Visits/Trips Payments
- Textbooks & Workbooks/Stationery
- Replacement Textbooks/Exercise/Homework Diaries
- School lunches
- Passport Applications

Parents will be notified of the cost of trips or activities before the event. All educational trips and activities are compulsory and all students are expected to participate, unless otherwise agreed.

If you have any concerns regarding any activities, please contact the school. If you wish to discuss anything in regard to the payment, please contact the Office Manager.

## **Year 11 GCSE Fees**

All internal assessments are provided free of cost. However, all external assessment and examination fees must be paid by parents/guardians. The school will inform parents/guardians a minimum of 10 days in advance of any fees due in this regard. The school's examination fee payment deadlines are the same as designated by the examination boards/assessment providers for entry.

Failure to pay the due fees by that deadline, which will be clearly communicated to parents, will result in the school withdrawing the pupil from those exams.

As a result of this, if parents wish to re-enter the pupil for those exams, they will be liable to pay for any late entry penalty incurred by the examining board.

All payable exam fees must be paid before entry, and in some cases, withdrawal deadlines of the external examination boards/assessment providers. Parents/guardians will be informed of this sufficiently in advance.

If the necessary payments have not been made before the deadline, the school will withdraw all unpaid entries for that pupil from the exams. All subsequent re-entry, late-entry and/or penalty charges will then be the parents'/guardians' responsibility.

## **Educational Visits/Trips**

While some venues chosen for school educational visits are free to visit, some involve entry and other charges. These charges will be communicated to you sufficiently in advance along with deadlines for payment.

Non-payment by that deadline will result in withdrawal of the pupil from that educational visit/trip under normal circumstances.

In the event that children are unable to attend trips due to absence/sickness, unfortunately there will be no refund of payment.

## **Textbooks & Workbooks/Stationery**

Textbooks including those required for Islamic Studies lessons as well as essential workbooks and stationary will have to be purchased at the beginning of each academic year.

The school will provide full details of all textbooks to be used by the student during the academic year sufficiently in advance.

All students will be expected to have the correct textbooks/stationary in all lessons from the beginning of the academic year.

Failure to make payments may result in the school treating this as a debt.

## Appendix A

### Parental Declaration

In acceptance of a place for my daughter, (name).....

I, (name of parent/guardian)..... agree to follow school policy in every regard. This includes (but is not exclusive to) adhering to rules and guidelines regarding attendance, punctuality, behaviour, homework, uniform, etiquette, and discipline. I agree to support the school in implementing its policies and procedures. \*

I agree to pay the school fees by stated deadlines. I understand that by failing to meet these deadlines, I will be subject to administration fees and that persistent non-payment may jeopardise my daughter's place at the school. I understand that as a fee-paying school with no financial support from the State, Quwwat Ul Islam Girls' School relies on the timely payment of fees.

**I understand that all fees are non-refundable or non-transferable.**

I agree to support Quwwat Ul Islam Girls' School in its values and ethos.

I agree to support my daughter fully in meeting the expectations placed upon her by the school and by the Education Authority's Compulsory Education requirements.

**I understand that Quwwat Ul Islam Girls' School operates a Zero-Tolerance Policy, and that inappropriate or threatening behaviour towards any staff member or pupil will result in swift and appropriate action.**

If my daughter fails to meet the standards set by the school (in attendance, punctuality, behaviour, conduct etc.) the school retains the right to refuse re-admission for the following academic year.

**I understand that if I wish to remove my child from the school, I will be required to pay any outstanding fees before she can be taken off roll. Please note that pupils still on roll at our school will not be allowed to be admitted to any other school. Parents must notify the school a whole term in advance before a parent wishes to take a child out of the school.**

New admissions to Secondary School:

I understand that on admission, my daughter is subject to a probationary period of one term. If during this time my daughter does not meet the behavioural expectations of the school, she may be asked to leave the school.

**In this instance, any fees paid (including those made in advance of deadlines) will not be refundable or non-transferable.**

Signed ..... Full Name.....

Relationship to applicant .....

\*School Policies and Procedures, as well as the Complaints Procedure, are available via the School Office.

## Appendix B – EYFS School Fees

### EYFS School Fees 2026-2027

Fee Schedule for EYFS (includes 15hrs funding where applicable)

| Month of child's birth                                | Re-Admission<br>1 <sup>st</sup> Term Fee<br>(Deadline:30.04.26) | September Payment<br>2 <sup>nd</sup> Term Fee<br>(Deadline:30.09.26) | January Payment<br>3 <sup>rd</sup> Term Fee<br>(Deadline:31.01.27) | Total year's<br>payment |
|-------------------------------------------------------|-----------------------------------------------------------------|----------------------------------------------------------------------|--------------------------------------------------------------------|-------------------------|
| Autumn<br>Sept 1 <sup>st</sup> - Dec 31 <sup>st</sup> | £1350                                                           | £1350                                                                | £1350                                                              | £4050                   |
| Spring<br>Jan 1 <sup>st</sup> - Mar 31 <sup>st</sup>  | £1164                                                           | £1164                                                                | £1164                                                              | £3492                   |
| Summer<br>Apr 1 <sup>st</sup> - Aug 31 <sup>st</sup>  | £1020                                                           | £1020                                                                | £1020                                                              | £3060                   |

Please contact the office if you are entitled to 30 hours funding

## Appendix C – Primary School Fees

### Primary School Fees 2026-2027

#### Fee Schedule for Students with Siblings

|                                                                     | <b>Re-Admission<br/>1<sup>st</sup> Term Fee<br/>(Deadline:30.04.26)</b> | <b>September Payment<br/>2<sup>nd</sup> Term Fee<br/>(Deadline:30.09.26)</b> | <b>January Payment<br/>3<sup>rd</sup> Term Fee<br/>(Deadline:31.01.27)</b> | <b>Total<br/>year's<br/>payment</b> |
|---------------------------------------------------------------------|-------------------------------------------------------------------------|------------------------------------------------------------------------------|----------------------------------------------------------------------------|-------------------------------------|
| <b>First Child</b>                                                  | <b>£1470</b>                                                            | <b>£1470</b>                                                                 | <b>£1470</b>                                                               | <b>£4410</b>                        |
| <b>Second Child** (discounted)</b>                                  | <b>£1392</b>                                                            | <b>£1392</b>                                                                 | <b>£1386</b>                                                               | <b>£4170</b>                        |
| <b>Third Child &amp; any additional<br/>children** (discounted)</b> | <b>£1350</b>                                                            | <b>£1350</b>                                                                 | <b>£1350</b>                                                               | <b>£4050</b>                        |

**\*\* Discount does not apply to Reception students receiving EYFS funding**

## Appendix D – Secondary School Fees

### Secondary School Fees 2026-2027

#### Fee Schedule for Students with Siblings

|                                                                   | <b>Re-Admission<br/>1<sup>st</sup> Term Fee<br/>(Deadline:30.04.26)</b> | <b>September Payment<br/>2<sup>nd</sup> Term Fee<br/>(Deadline:30.09.26)</b> | <b>January Payment<br/>3<sup>rd</sup> Term Fee<br/>(Deadline:31.01.27)</b> | <b>Total<br/>year's<br/>payment</b> |
|-------------------------------------------------------------------|-------------------------------------------------------------------------|------------------------------------------------------------------------------|----------------------------------------------------------------------------|-------------------------------------|
| <b>First Child</b>                                                | <b>£1554</b>                                                            | <b>£1554</b>                                                                 | <b>£1542</b>                                                               | <b>£4650</b>                        |
| <b>Second Child (discounted)</b>                                  | <b>£1470</b>                                                            | <b>£1470</b>                                                                 | <b>£1470</b>                                                               | <b>£4410</b>                        |
| <b>Third Child &amp; any additional<br/>children (discounted)</b> | <b>£1434</b>                                                            | <b>£1434</b>                                                                 | <b>£1422</b>                                                               | <b>£4290</b>                        |