



Rochdale Islamic Academy  
*inspire - believe - achieve*  
G I R L S ' S C H O O L

# FEES POLICY

Reviewed: July 2023  
Next Review: July 2024

Approved by Board of Trustees July 2023

## Terms and Conditions for Fees

This policy is intended to promote the education and welfare of pupils and the stability, forward-planning, proper resourcing, and development of the school. Reasonable changes may be made to these Terms and Conditions, the fees list, and the conditions of award (if applicable) from time to time to reflect changes in practice at the school.

The academy reserves the right to increase the fees annually as per inflation.

The fees do not cover the cost for school planners, uniform, lunches, trips, exam fees and any additional revision guides and textbooks.

## Fees Policy

In completing and signing of the pupil application form parents are signing to agree to pay all the finances involved in the academic year. These terms and conditions form the basis of a legally binding contract between the Parents/Guardians and the School for the provision of educational services.

Payments are be spread over 4 payments. Any other agreement will be made at the discretion of the head teacher and authorised by the trustees.

If a child leaves the school for any reason parents are still liable to pay the amounts on the agreed dates.

## Exam and Admission Fees

A one-off payment of £50 is due with all applications at the start of the enrollment process to secure a place at RIA and to cover entry exam costs. This payment is non-refundable.

## Annual Fee – 2023-2024

Year 7, 8, 9 - £2800
Year 11 - £3555

There will be a discount of £200 applied for a 2<sup>nd</sup> child and £500 for a third child.

## Payment of Fees for Year 7,8,9,10:

The fees can be made in one full payment or over 4 payments:

Date	Amount
5 <sup>th</sup> Sept 2023	£700
5 <sup>th</sup> Dec 2023	£700
5 <sup>th</sup> March 2024	£700
5 <sup>th</sup> June 2024	£700

### Payment of Fees for Year 11: £3555 includes Exam Fee

Date	Amount
5 <sup>th</sup> Sept 2022	£1185
5 <sup>th</sup> Dec 2023	£1185
5 <sup>th</sup> March 2023	£1185

In extreme hardship, if Parents who have financial struggle and wish to be placed on a payment plan must contact the admin office to arrange a meeting with Headteacher or the Deputy headteacher. Once any payment plan has been agreed and signed, payments must be made on time. Failure to meet the deadline will result in the payment plan option being terminated.

#### Methods of Payment

The school no longer receives cash payments at the school. Instead, payments should be made via Standing order, BACS, and bank transfer using the bank details below:

#### School Bank Details:

**Rochdale Islamic Academy,**

**Account No:** 24953502,

**Sort Code:** 05-07-22,

**Bank:** Virgin Money, Yorkshire Street, Rochdale.

If cash payments are made to the office, there will be an £100 Admin charge for cash handling.

#### Procedure for Non-Payment

All fees must be paid on time. Missed payment will follow the following protocol: -

1. Text/Email/Letter of final Reminder to parents
2. Call home by the Admin team
3. Set up a meeting with parent.
4. Pupils suspended until payment is cleared.
5. If school issues more than one letter to parents, then there will be an additional charge of £30 a letter (Administration Charges) in addition to the owing fee.
6. One missed payment may result in pupil being removed from the register, if this happens, parents are liable to make the outstanding payments in an agreed time frame.
7. Fees are non-refundable unless at the discretion of the school trustees.

#### Sickness and Absence

No refund is made for sickness or absence from the school.

#### GCSE Exam Fees

RIA (Girls School) is an independent school and as such does not receive funding from the government. Parents will therefore make all GCSE exams payments. Exam fee will be included in the included in the year 11 school fee there will be a £25 Administration charge. For further information please contact the exam officer at RIA.

**Additional points to be noted:**

The management reserves the right to increase the fee at the start of each school year in accordance with rising costs and demands. Fees are always kept as low as possible to ensure we can cater for the community's needs.

- The school fees do not cover items such as school uniforms, stationary, lunches, school trips and outdoor events etc.
- GCSE exams also must be paid for as in all private schools. At all times we ensure that prices are cost price only. We are a charitable, non-profit organisation and we do not expect to profit from anyone.
- The school management reserves the right to remove your daughter from lessons if fees are not paid on time, particularly if this becomes a regular problem.
- Refusal to pay fees will lead to your daughter being taken off roll. Legal procedures will also be taken in this situation, with the parent/guardian having to also bear the burden of the legal costs.