# Fees & Payments Policy

MADANI MADRASAH · 2026–27

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| **Organisation** | Madani Madrasah, Muslim Community College (Intl) · Registered Charity No. 1200396 |
| **Applies to** | All parents and carers of enrolled pupils |
| **Policy date** | November 2026 |
| **Next review** | August 2027 |
| **Policy lead** | Shaykh Mohammed Ahmed, Headteacher |

## 1. Our approach to fees

Madani Madrasah is run by a registered charity and does not make a profit. Fees are set at the level needed to cover the cost of running the Madrasah, chiefly teachers' pay and premises, and we work to keep them as low as we can. Because the Madrasah has no other regular income, it cannot subsidise unpaid fees, and prompt payment is what allows classes to run.

## 2. Fees for 2026–27

| Class | Annual fee | Per term |
|---|---|---|
| School Session: Ḥifẓ | £570 | £190 |
| School Session: Islamic Studies | £525 | £175 |
| Community Session: Ḥifẓ | £570 | £190 |
| Community Session: Islamic Studies | £525 | £175 |
| Pray & Play | £510 | £170 |
| College Ḥifẓ | £540 | £180 |

- The fee is an annual fee for a place at the Madrasah for the whole academic year. It is not a charge per session.
- A non-refundable **admission fee of £20** completes enrolment for a new pupil.
- Fees are reviewed each year. Parents are told of any change before the new academic year begins.

## 3. When fees are due

Fees are paid in three termly instalments, **due in the first week of each term**:

| Instalment | Due in the week commencing |
|---|---|
| Term 1 | 17 August 2026 |
| Term 2 | 21 December 2026 |

| Instalment | Due in the week commencing |
|---|---|
| Term 3 | 5 April 2027 |

**Families who find termly payments difficult may ask to spread the annual fee over 10 monthly payments (September to June).** Please arrange this with the Madrasah office before the instalment is due.

## 4. How to pay

- Pay by bank transfer (BACS) to the account named **Muslim Community College Intl**. The account details are on your invoice and in the Information Booklet.
- Use your **child's full name** as the payment reference.
- Send a screenshot of the payment to the Madrasah phone on 07542 547 498.
- A receipt is issued for every payment. Please keep it.

## 5. Sibling discount

Families with three or more children attending the Madrasah may apply for a 10% sibling discount. The discount is subject to approval and is not applied automatically.

## 6. If you are struggling to pay

We do not want financial difficulty to become a barrier to a child's Islamic education. If you are finding the fees hard to manage, please speak to the Headteacher in confidence **before** a payment is missed. Each case is considered individually, and a payment plan can usually be agreed.

## 7. Late and missed payments

1. A reminder is sent if an instalment has not been received by the end of the first week of term.
2. If it remains unpaid, the Madrasah office contacts the parent to agree a date or a payment plan.
3. If fees remain unpaid and no arrangement has been made, the Headteacher writes to the parent. **Continued non-payment may lead to the child being removed from the register.**

A child will not be embarrassed or treated differently in class because of unpaid fees. These matters are dealt with between the Madrasah and parents only.

## 8. Refunds, absence and withdrawal

- Fees are due for the entire period a child is enrolled on the Madrasah register.
- Fees are due per term and will not be reduced for not attending at any time.
- Fees already paid are not refundable.
- Fees are not reduced for absence, illness, holidays or approved leave, as the child's place and the teacher are kept for them.
- Fees are not reduced for planned holidays and closures in the Madrasah calendar, which are already reflected in the annual fee.
- No refund is given where a pupil is excluded.
- A pupil who joins part-way through the year pays from the term in which they join.

- Parents who wish to withdraw a child should tell the Madrasah office in writing as early as possible. Fees are payable for the term in which the child leaves.

## 9. Other charges

- A uniform item (e.g. topi or white hijab) provided to a pupil who arrives without one is invoiced to parents.
- Trips, tournaments and optional activities may carry a separate charge, which is notified in advance.
- Parents may be asked to meet the cost of deliberate damage to Madrasah or site property.

## 10. Questions and disputes

If you believe an invoice or receipt is wrong, contact the Madrasah office on 07542 547 498 or info@mccmadrasah.co.uk and we will check our records. If the matter is not resolved, our Complaints Procedure applies.

## 11. Related policies

Attendance & Punctuality · Complaints Procedure · Privacy & Data Protection