

Fees Policy

Academic Year 2017/2018

السلافة



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Dear Parent / Guardian,

Annual Fees: We calculate fees annually (based on **39 weeks of Lessons**) and not on a weekly or monthly basis. Fees payment will be divided into MONTHLY & ANNUAL Direct Debit Payments. All parents will be sent an online link - based on the number of children – to fill out their bank details – you can also fill out the form in our office. Based on our annual fees parents will be paying £3.06 per hour (£12.26 per week). When compared to the amount one pays for worldly learning (National Curriculum tuition and driving lessons), the amount is very small.

Contract

By filling out the online Direct Debit form all parents agree to the following:

1. Parents to fill out the online form for direct debit payment of 11 months.
2. If a student is absent, payments will not be refunded however it is the responsibility of the Student / Parent to collect Homework for that week. You may also send your child on the alternative day (Saturday for Sunday students, and Sunday for Saturday students).
3. If students are going on holiday then parents must speak with the teacher to collect Homework for the weeks that will be missed – there will be no refund.
4. Once your child/ren join the Academy they must complete the academic year
5. If you do want to take out your children mid-year then this can only take place with
 - a. A **notice 2-4 weeks** before the end of term to our admin department – so that students on the waiting list can be given a chance. Only following that we will cancel the D/D
 - b. The dates for the end of Terms are:
 - i. Term 1: 16th December 2017
 - ii. Term 2: 31st March 2018
 - iii. Term 3: 28th July 2018
 - c. Parents must notify us 2-4 weeks prior to the above stated deadline dates
6. If your child/ren are away for more than 2 weeks without our admin team being notified then their place will be given to students on the waiting list.
7. If you **do not** wish to pay via direct debit (via Go Cardless online platform) then the cash / cheque payment per child is **£50**

FEES PLAN FOR DIRECT DEBIT PAYMENTS

Number of Children	Admin & Books Fee	Books & Resources Fee (Continuing Students)	MONTHLY FEES 1 st of every month	ANNUAL FEES
One 	£25 each child	£10 each child	£43.50	£460
Two 	£25 each child	£10 each child	£87.00	£920
Three 	£25 each child	£10 each child	£125	£1350
Four or more 	£25 each child	£10 each child	£40 each child	-