



Education Fee Policy 2025-26

1. Purpose

This policy outlines the fee structure, payment methods, and expectations for timely payments for all students enrolled in the Greenbank Masjid Education Programme. It ensures transparency, fairness, and financial stability for the programme.

2. Fee Structure

- **£32 per child per month**

All fees are used to support teaching staff, learning materials, facilities, and administration.

Fees are set on the basis of **full-time enrolment**. Where a child attends on a **part-time basis**, fees will **not be reduced**.

This is because teaching, staffing, and operational costs remain fixed, and the child continues to **occupy a place within the class** regardless of attendance pattern.

3. Payment Terms

- Fees are payable **monthly in advance** for the relevant month and are **non-refundable**.
- Payments are due **at the start of each calendar month for that month** (for example, a payment taken at the start of December covers the month of December), **regardless of attendance, absence or holidays**.
- Where payment is made by **Direct Debit**, the amount due for the month will be **collected within up to 7 days of the due date**.
- Parents using other approved payment methods are responsible for ensuring payment is made **at the start of the month**, in advance of the due date.

4. Payment Methods

Parents must use the **Parent Portal** to make payments via:

- **Direct Debit** (preferred)
- **Debit Card**

Other payment methods require prior approval from the Education Committee:

- **Bank Transfers** – only permitted with written agreement

- **Cash Payments** – must be paid in advance, termly or annually, and by prior arrangement

Administrative Charge – where payment by bank transfer or cash is approved, a £5 administrative charge may be applied to cover processing and handling costs.

5. Missed or Late Payments

- Parents are expected to ensure payments are made **without the need for reminders**.
- If payment is not received by the due date:
 - A reminder will be issued via the Parent Portal.
 - Continued non-payment may result in a **temporary suspension of attendance** and will ultimately lead to **withdrawal of the child's place**.

6. Absences

- **Fees are payable regardless of absences**, including illness or planned leave.
- There are **no refunds or reductions** for missed sessions unless in exceptional, pre-agreed circumstances.

7. Financial Hardship

If you are experiencing genuine financial difficulty, please contact the **Education Committee in confidence**. Discreet arrangements or limited bursaries may be available at the committee's discretion.

8. Review of Fees

- The fee structure is reviewed annually and any changes will be communicated in advance.
- Any amendments will take effect from the following term or academic year.