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FEES POLICY

Tuition fees, payment, withdrawal and terms and conditions

ACADEMIC YEAR 2026 – 2027

Policy name	Fees Policy 2026–2027
Applies to	All parents and fee-payers of pupils at Tarbiyyah Global Academy
Policy owner	Headteacher, with the finance team
Approved by	Ustadh Abu Zayn Haneef Sandhar, Headteacher
Agreed with	The Chair of Trustees, Tarbiyyah Education Trust
Date of issue	1 September 2026 (version 1.5)
Next review due by	31 August 2027
Basis	Tarbiyyah Global Academy Fee Policy (September 2026), updated in October 2026 to the founding-cohort fees, charges and payment dates published in the Prospectus 2026–27 (live lessons from 11 January 2027)
Read alongside	Admissions Policy; Flexible Learning Policy; Examinations and Private Candidates Policy; Concerns and Complaints Policy
Availability	Published on the Academy website and Parent Portal. Available in large print or another accessible format on request.

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1. About this Policy

The Academy's fees are set by the Senior Leadership Team with the approval of the Trustees. Please read this policy carefully: **acceptance of a place at the Academy is acceptance of the terms and conditions in this policy.**

2. Tuition Fees 2026–2027 (January to July 2027)

Live lessons begin on Monday 11 January 2027. The annual figure below is the total tuition for the founding-cohort period, January to July 2027 (seven months), with no charge for December. All fees are inclusive of VAT.

Year group	Annual (Jan–Jul 2027)	Annual, paid in full (2% discount)	2 payments	7 monthly payments
Year 1 – Year 2	£1,596.00	£1,564.08	£798.00	£228.00
Year 3 – Year 6	£2,130.00	£2,087.40	£1,065.00	£304.29
Year 7 – Year 9	£2,796.00	£2,740.08	£1,398.00	£399.43
Year 10 – Year 11	£3,000.00	£2,940.00	£1,500.00	£428.57

Under every plan, the first payment is due on admission, when the place is accepted (within five working days of the offer, and no later than Friday 8 January 2027). A place is held only once this first payment has been made. The remaining payments then follow: with two payments, the second is due on Sunday 28 March 2027; with monthly instalments, the first of the seven payments is made on acceptance and the remaining six on the 28th of each month from 28 January to 28 June 2027. Instalments always add up exactly to the annual fee; where rounding makes them uneven, the final instalment absorbs the difference.

3. Other Charges

Charge	Detail
Application fee	£150 per child, non-refundable. The payment details are emailed after the application is made, and the fee must be paid before a place is confirmed. It covers the entry assessment and the time spent with each family. There is no registration fee.
Annual payment discount	2% discount where the annual option is chosen and paid in full on acceptance of the place (no later than Friday 8 January 2027)
Sibling discount	5% off tuition for a second child and 10% for the third and later children, applied to the younger sibling's tuition. It can be combined with the annual payment discount
Examination fees	Not included. International GCSE entry fees are paid by families directly to the examination centre they register with (see the Examinations and Private Candidates Policy)

4. Payment Dates

Payment	Due date
First payment, under every plan (secures the place)	On admission: when the place is accepted, within five working days of the offer and no later than Friday 8 January 2027
Annual payment	One payment, made on acceptance
Two payments	The first on acceptance; the second on Sunday 28 March 2027
Monthly payments	The first on acceptance; then the 28th of each month from 28 January to 28 June 2027 (seven payments in all)

5. Ways to Pay

Fees are paid online, on the Academy's secure payment page, by debit or credit card or directly from a bank app. The link is sent with your offer and is on the Fees page of the Parent Portal. Please give your child's full name as the payment reference.

6. Late Payment

The Academy depends on fees being paid on time. If a payment is missed, the fee-payer is given 14 days' written notice to pay. If payment is not made, the pupil's access to lessons is suspended and the place is held for a further 14 days. If payment is still not received, the place is released to the waiting list. Families experiencing difficulty should contact the finance team at globalacademy@tarbiyyah.co.uk as soon as possible so that a plan can be agreed. The Academy will not end a pupil's place for unpaid fees until the process above has been completed and the Academy knows where the pupil's education will continue.

7. Withdrawing a Pupil

One half term's written notice is required to withdraw a pupil, and fees remain payable for the notice period. Notice is given in writing to globalacademy@tarbiyyah.co.uk, stating where the pupil will continue their education.

8. Terms and Conditions

1. Fees cover tuition and core digital learning materials, including lesson resources, worksheets and assessments on the Academy's platforms. The Academy gives at least one half term's notice before adding any item to the costs not covered by fees.
2. Families provide a suitable device, reliable internet, a quiet study space and a way to write on worksheets and the lesson PDF (a tablet with a stylus is recommended; without one, access to printing is required, at home, at a local library or similar), to the published minimum specification. The Academy is not responsible for lessons missed because of a family's equipment or connection.
3. Examination costs are not included. Families register their child as a private candidate at an approved Pearson Edexcel centre near them, in the UK or abroad, and pay that centre's entry fees directly. The Academy helps families find a centre free of charge but does not book or pay for entries (see the Examinations and Private Candidates Policy).
4. Extra-curricular activities or additional support with a charge are agreed with parents in writing in advance. No such charge is applied without prior written agreement.
5. Each fee-payer is liable for the full fees and any agreed supplementary charges, unless the Academy has agreed otherwise in writing.
6. Fees fall due on the dates above and are paid in full online, by card or from a bank app, on the Academy's secure payment page.
7. Agreed supplementary charges are paid within 14 days of the invoice.
8. Cancellation: because enrolment is agreed at a distance, families may cancel within 14 days of accepting a place without giving a reason. All sums paid are refunded, except that where the family asked for lessons to start within those 14 days, a proportionate charge for lessons delivered may be kept. The application fee is not refundable.
9. Outside the cancellation period, one half term's written notice is required to withdraw, and fees are payable for the notice period.

10. Late payment is managed as described above. Reinstatement after a place has been released is at the Academy's discretion and incurs a £50 administration charge in addition to overdue fees.
11. The Academy may suspend access to lessons while fees remain unpaid and may decline to provide references while an account is in arrears.
12. Fees are not normally reduced because of absence.
13. The Academy delivers tuition with reasonable care and skill. Where the Academy cancels a lesson, it will reschedule it, provide an equivalent recorded or supervised session, or credit a proportionate amount. Nothing in this policy affects families' statutory rights.
14. Fees are reviewed each year. At least one half term's written notice of any increase is given. Families may withdraw without penalty or notice within 21 days of being told of an increase that takes effect during a period for which they have accepted a place, and any fees paid in advance for later periods will be refunded.
15. The Academy will seek to recover outstanding fees. Where an account is referred to a collection agency or the courts, reasonable costs actually incurred may be claimed.
16. Where a pupil is withdrawn without the required notice, an administration charge of £210 applies, reflecting account closure, transfer of records and loss of the place at short notice. It does not apply within the cancellation period, after a fee increase notice, where proper notice was given, or where the Academy ended the placement.
17. The application fee of £150 per child is non-refundable.
18. A pupil joining after Monday 11 January 2027 is charged from the start of the half term in which they join. Where a pupil starts after the start of the second half term, an additional £180 administration charge applies, covering the extra planning and assessment needed.

Approved by: Ustadh Abu Zayn Haneef Sandhar, Headteacher · Next review due: 31 August 2027 · Tarbiyyah Global Academy · A specialist education, rooted in faith