
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	Finance Manager
Approved by	Ustadh Abu Zayn Haneef Sandhar, Headteacher
Agreed with	The Chair of Trustees, Tarbiyyah Education Trust
Date of issue	September 2026
Next review due by	August 2027
Basis	Reformatted from the Tarbiyyah Global Academy Fee Policy (September 2026), with the application fee updated to £100 and the termly and monthly instalments recalculated so that they add up to the January–July 2027 fee
Read alongside	Admissions Policy; Flexible Learning Policy; Examinations and Private Candidates Policy; 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 launch in January 2027. The annual figure below is the total tuition for the shortened January–July 2027 period. All fees are inclusive of VAT.

Year group	Annual (Jan–Jul 2027)	Termly (2 payments)	Monthly (7 payments)
Reception – Year 2	£1,596.00	£798.00	£228.00
Year 3 – Year 6	£2,130.00	£1,065.00	£304.29
Year 7 – Year 9	£2,796.00	£1,398.00	£399.43
Year 10 – Year 11	£3,000.00	£1,500.00	£428.57

Termly payments are split evenly across the Spring term (January–April 2027) and Summer term (April–July 2027). Monthly instalments are spread across seven payments from December 2026 to June 2027.

3. Other Charges

Charge	Detail
Application fee	£100, non-refundable, payable when applying, covering the baseline assessment and administrative review
Registration fee	£150, one-off, payable on acceptance of a place, covering account setup, platform licences and onboarding. Refundable only within the 14-day cancellation period
Annual payment discount	2% discount where the annual option is chosen and paid in full by the due date
Examination fees	Not included; paid by families directly to the examination centre (see the Examinations and Private Candidates Policy)

4. Payment Dates

Payment	Due date
Registration fee (to secure a place for January 2027)	On acceptance, and no later than 19 December 2026
Annual payment	19 December 2026
Termly payments	19 December 2026 and 28 March 2027
Monthly payments	The 28th of each month, from 28 December 2026 to 28 June 2027 (seven payments)

5. Ways to Pay

- **Standing order** — preferred for monthly plans (form in Appendix A).
- **Card payment** — through the Academy finance team or the Parent Portal.
- **Bank transfer** — to the Academy bank account: An Noor Islamic School · Account number 30775732 · Sort code 23-05-80. Please use 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 immediately at globalacademy@tarbiyyah.co.uk so that a plan can be agreed.

The Academy will not remove a pupil from the admission register 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 by completing the Withdrawal Form on the Academy website, 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. Any required physical textbook or revision guide is listed at enrolment and bought by the family. The Academy gives at least one term's notice before adding any item to the costs not covered by fees.
2. Families provide a suitable device, reliable internet and a quiet study space, 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 at an approved examination centre and pay the centre's charges, which are set by the centre.
4. Extra-curricular activities, trips 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 for each term fall due on the dates above and are paid in full by standing order, card or bank transfer.
7. Agreed supplementary charges are paid by the first day of the following term.
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, including the registration fee, 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 periodically. At least one full 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 year 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 £100 is non-refundable. The registration fee is non-refundable except within the cancellation period.
18. A pupil joining after the start of the year is charged for the full 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.

Appendix A — Standing Order Form

Please complete this form and give it to your bank, using capital letters. All sections must be completed.

Detail	Please complete
Name(s) of child/children	
Account holder name(s)	
Your account number	
Your sort code	
Name and full address of your bank	
Pay	An Noor Islamic School (Tarbiyyah Global Academy fees)
Account number / sort code	30775732 / 23-05-80
Amount	£
Payment date	The 28th of each month, starting ____ / ____ / _____, until further notice
Signature(s) and date	

Approved by: Ustadh Abu Zayn Haneef Sandhar, Headteacher

Next review due: August 2027 · Tarbiyyah Global Academy · A British education, rooted in faith