



Payment Policy

*"(Believers are those) who are faithful to their trusts and to their commitments."
(23:8)*

"O Believers: Honour your contracts" (5:1)

"And fulfil every commitment. Surely every commitment will be asked about (on the day of judgment)." (17:34)

Aims

- To have a simple, transparent and prompt payment service.
- To consider the financial difficulties of some parents.
- To ensure all staff are paid promptly.
- To cover costs of FLA resources and other expenses.

Payments

1. The fees of S1-S7 are calculated at £2 per day/ £10 a week which covers the cost of classes and sports. Pre-FLA, GCSE Arabic and GCSE Islamic Studies fees are calculated at £2.50 per session, as those classes cost more to maintain and prepare, and FLA WE School fees are calculated at £3.00 per session, as those classes cost more to maintain and prepare and have smaller groups (due to very different level of the pupils within one class).
2. The fees are payable by bank transfer; in exceptional cases by cash or cheques.
3. Cheques should be made payable to Yusuf Youth Initiative.
4. Payments should be made promptly at the start of every term (4 terms per school year). It is also possible to pay the full year at once.
5. In case of pre-FLA and WE School, full year should be paid in the beginning of the year.

6. If two weeks of a new term have passed and payment has not been made, a 10 pound fine per child shall be added to the due payment.
7. Any outstanding fees should be paid immediately. If a month into the term parents have not paid the fees, the pupil will be excluded from FLA pupils list and not accepted to attend the classes.

Refunds

1. Refunds are due only where we are forced to cancel the classes.
2. There are no refunds for pupil absence including a planned/unplanned and authorised/unauthorised absence such as illness and/or a medical appointment etc. There are no refunds or fee reductions in case of special arrangement between FLA and parents for the child to come in 1 or 2 days less than required (as the pupil would still be taking a full space and we are unable to take another child to fill the vacant space for the day/days the other pupil is not in).
3. This also includes family holidays. Pupils on family holidays are required to pay fees for the length of period they are off. This is to cover cost of staff salaries and other FLA expenses.
4. Any refunds will be deducted off future fees.

Discounts

1. If there are two or more siblings attending FLA, a 10% discount is available for the second child and a 20% discount for a third child, 30% for a fourth child etc. (if they attend FLA classes 4h or more per week).

Other costs

1. The cost of trips or other external activities is not covered by FLA fees.
2. Parents may be required to pay an additional amount for other activities or personal study materials (ex: IS workbooks that have not been published by FLA).
3. Where possible, FLA will endeavour to partially cover the cost or any trip/external activity.

Reviewed and agreed by the FLA Co-ordinator / Head Teacher: January 2019.