

# **Fee Policy Weekdays Madrassa**

(Admission fee and monthly fee)

## **1. Monthly Fee:**

1. All fees are to be paid between **1st** and **7th** of each month. If the fee is not paid within this period, the concerned child will be excluded from the Madrassa. A surcharge of £5.00 would be payable to allow the child to join the class again. If the fee remains outstanding for more than a month, the child will be excluded permanently. If you have any problem making payments please come and discuss with our admin team.
2. If you have financial hardship and you find it hard to make full fee payment, please contact us in writing explaining your circumstances with evidences. We will review your application and if authorized, we may offer you some reduction in your monthly fee. Each application will be dealt with on a case-to-case basis by our admin team.
3. Families going on holidays during the session are expected to give us written information and are required to make full payment in advance. There will not be any reduction in fee for not attending the Madrassa during holidays. Families going on holiday without any prior information will lose their places in Madrassa and your deposit will be forfeited.
4. Please note our admin team will not be able to entertain you to take the fee outside the Madrassa times, you can make payment during 4:30 pm to 7:30 pm, any day Monday to Friday.
5. All fees must be submitted irrespective of any Islamic holidays which are taken during the year.
6. Please always ensure that your fee is logged and that you have receipt issued by the administrator forthwith.

## **2. Admission Fee:**

Admission fee of **£10** per child is payable for all new students at the time of enrolment. Please note there is no discount in admission fee.

## **3. Re-Admission Fee:**

Please note if your child has been excluded for any reason (non-payment of fee / bad behaviour / discipline / long absence / regular lateness etc.) he/she has been offered the place again, the re-admission fee is to be paid to get the admission (**£20.00**).

## **4. Waiting List:**

- 4.1 If all places are full, we may offer you to be included in to our waiting list. Please note having your child's name in the waiting list is not a guarantee that your child will definitely get the place in the Madrassa.
- 4.2 This is additional service we provide to facilitate our community. As soon as any place becomes available, the child from the waiting list will be offered the place in the Madrassa and Admission Fee of **£10.00** would be payable to secure the place and be enrolled.

**Please see below the fee & discount structure**

Admission Fee:           **£10.00** per child – Non-Refundable  
Re-Admission Fee:       **£20.00** per child – Non-Refundable  
Third/Fourth Child:      **£15.00** per month each

**PLEASE NOTE: ONLY BLOOD SIBLINGS WILL QUALIFY FOR DISCOUNT AND VERIFICATION  
MAY BE REQUIRED.**

**Declaration:**

I have read and understood the WMWA Madrassa’s rules and regulations. I accept these rules and regulations (and any additional rules that may be enforced from time to time for the betterment of the Madrassa and students) and agree to abide by these whilst my child is attending the Madrassa. Any major change to these rules and regulation would be communicated to all the parents / guardians prior to implementation. I have also read and understand the Madrasah Admission Fee and Monthly Polices. I accept these policies and agree to abide by these whilst my child is attending Madrasah. All changes to Rules and Regulations to be downloaded from [www.wmwa.co.uk](http://www.wmwa.co.uk)

**NUMBER OF CHILDREN ATTENDING:**

Child Name 1 \_\_\_\_\_ Child Name 2 \_\_\_\_\_

Child Name 3 \_\_\_\_\_ Child Name 4 \_\_\_\_\_

Child Name 5 \_\_\_\_\_ Child Name 6 \_\_\_\_\_

Parent, Guardian:

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parents Signature: \_\_\_\_\_