

Rawdhatul Uloom Islamic Primary School

Non payment of fees Policy

INTRODUCTION

Rawdhatul Uloom Islamic Primary School is an independent, fee paying school which relies on the prompt payment of school fees to fund its ongoing operation and programme of educational and estate development. It is essential therefore that all fees are paid in full and on time in order that the school's financial stability is assured. This policy sets out procedures for handling cases of overdue or unpaid fees. It is necessarily general, as each case will be unique and will need to be handled according to its individual merits and with the needs of the child/ren at the forefront of all considerations.

AIM

This policy sets out the guidelines to be followed in cases of late or non-payment of Rawdhatul Uloom Islamic Primary School fees.

RESPONSIBILITY

Responsibility for handling cases of late or unpaid fees cases lies with the School Business Manager (Molana Bilal Nadat).

CONFIDENTIALITY

Only the School Business Manager (Molana Bilal Nadat) and the Head (Hamza Mala) are to be aware of the names of parents whose case is being considered under this policy. As part of its duty of financial oversight of the school accounts the Trustees are to be made aware of cases of serious concern but not family details such as names.

GUIDING PRINCIPLES

Rawdhatul Uloom Islamic Primary School is a school with a strong tradition of parental involvement in its operation and as such, compassion and understanding in its dealings with parents and children underpin its ethos and day-to-day operation. The guiding principles in handling cases of late or unpaid fees are:

- The financial stability of the school
- The number of children involved
- The educational needs of the child/ren such as stage of education
- The personal circumstances of the parents/guardians and the ability to pay
- The payment record of the fee payer
- The treatment of each case on its individual merit

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PROCESS

LATE or UNPAID

Rawdhatul Uloom Islamic Primary School understands that ensuring that the fee is ready for collection on the day of the Direct Debit is sometimes difficult and the schools initial attempt to collect this payment may fail, this is considered to be a late payment and the school will liaise with the family to either represent the Direct Debit or receive payment through another method. Note – the school is unable to accept card payments. Reflecting the individual circumstances, the payment date may be amended or alternative payment plans agreed. Should these arrangements not be complied with, the fee will be deemed to be unpaid and the following procedure will be implemented.

The process will be as follows:

- Parents are initially reminded by phone and/or text message and if necessary by letter, within 1 week of identifying the default.
- The circumstances of each case are established and payment arrangements agreed, taking into account the Guiding Principles above.
- Where there has been no response or where they have failed to keep to a payment agreement, by the end of the second week, further contact is made by phone, text message and letter, informing the fee payer that payment, or an acceptable payment plan has to be put into place within 7 days. At this stage it will be confirmed that the Head is being informed and suspension/exclusion will be noted as a possible outcome of non-payment.
- If there remains no contact or reasonable agreement for the payment of the unpaid fees a final letter will be sent, signed by the Head, giving the date of suspension/exclusion, which would usually be no later than the end of the current half term.
- If fees are not paid or a repayment agreement reached by the stated date the child(ren) will be suspended/excluded.
- Subject to the agreement of the Head, and at his discretion, the child(ren) may be allowed to return to the School when all outstanding fees are paid or an acceptable payment plan has been put into place.
- Fees are payable during any suspension/exclusion period unless that exclusion is permanent.
- In the event that a child leaves the school and there are unpaid fees, reminders will be sent to the parent at the discretion of the School Business Manager for a reasonable amount of time. If the

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unsettled fees still remain unpaid after numerous reminders the debt cannot be written off and the debt will remain on the individual.

MITIGATING CIRCUMSTANCES

The following, non-exhaustive, list of factors are to be considered in reaching a settlement with fee debtors:

- Family circumstances, e.g. employment situation, such as redundancy, illness, number of children in school, special educational needs.
- Stage of education of the child/ren e.g. Year 5 and 6
- Size of debt
- Monthly or termly payment profile
- Previous payment history
- Willingness of debtor to reach an agreement
- Cost to school in financial or reputational terms of exclusion or default

APPEALS

Where children are excluded for reason of non-payment of fees the parents may make a formal representation to the TRUSTEES requesting a review of decision.

RECORDING AND REPORTING

All cases subject to this policy are formally recorded and records held by the School Business Manager (Molana Bilal Nadat).