



## **Admission Fee**

A £35.00 non-refundable registration fee will be charged for administration costs. This is only paid once. Students who have left Tanzeel and then wish to return will have to pay the admission fee again.

## **Tower Hamlets & Redbridge**

Islamic weekend School (Sat & Sun 6 hours)

A tuition fee of £55.00 is paid at the beginning of every four weeks for the Weekend Classes.

## **Tower Hamlets**

Tanzeel Weekday School (Mon – Friday 10 hours)

A tuition fee of £65.00 is collected at the beginning of every 4 weeks.

Tanzeel Hifdh School (Mon – Friday 15 hours)

A tuition fee of £80.00 is collected at the beginning of every 4 weeks.

## **Redbridge**

Tanzeel Weekday School (Mon – Thurs 8 hours)

A tuition fee of £65.00 is collected at the beginning of every 4 weeks.

### **How to pay**

Payments are due at the start of each cycle and can be made by cash or cheque to the Centre Administrator only. Please write clearly the name of the child at the back of the cheque in the name of Tanzeel. Please collect a receipt for cash payments.

If you wish to pay a regular standing order direct to our bank please take details from our administrator.

Letters, text messages, emails and phone calls will be issued to remind parents who may have forgotten.

### **Eid & Bank Holidays**

Tanzeel Weekday School is closed on all bank holidays and Eid related days. Full fees are due on those days.

### **Late fees charge and exclusion policy**

We have introduced a £5 charge per child per cycle for any fees that are not paid within the 4 weeks cycle of the due date. This payment covers the admin cost to recover the late fee. Students will be removed from the course register automatically if tuition fees remain unpaid for three consecutive cycles.

## **Cheques that are returned by the bank**

There will be a £5 charge for any returned cheques. This charge is to cover the banking fees.

## **Procedure on leaving Tanzeel**

Guardians should give the school a four week notice if they decide to withdraw their children from studying at Tanzeel and complete a leaving form.

## **Fees during pupil absence**

If students are absent and fees are unpaid they will be excluded after 4 weeks.

If students are away on a planned holiday fees must be paid in advance before going away or the student will be excluded.

Students will have to pay their fees even if they are absent. This could be due to illness or if the children are away on family holidays. There are no refunds or discounts during absences.

## **Fees policy during non-teaching activities**

Full fees are due if regular classes are replaced by an activity considered important for the children's education for example meeting parents to discuss the progress of the children inset day for teacher training or a school conference.

## **Fees policy during emergency closures**

Full fees are due if the school is closed for a health and safety reason e.g. extreme weather conditions, premises maintenance issues or any other health and safety issues e.g. fire alarms.

### **Branches**

Stepney	0756 130 6587	
Cavell St	0784 741 3491	0203 620 8956
Raven Row	07804 658 434	0207 092 9818
Ilford	0743 211 1206/7	0208 554 8823
Whitechapel	0203 105 9358	0750 5928 988
Mile End	0203 3057 082	07758 665 242