



Date: 5th September 2022

Dear Respected Parents

The Madrasah Naqeebul Islam fees for 2022/23 are:

sClass	Yearly Fee	Monthly Fee	Term fee		
			1	2	3
Reception - Older	£276.00	£25.00	£100.00	£100.00	£76.00
Hifz Class	£331.00	£30.00	£120.00	£120.00	£91.00

Please note there is small increase of **£1.00** per month per child, to help us with our increased costs. We have kept this as a minimum to help support you within this economic climate.

We would recommend that you pay in advance as this will help us with running costs of the Madrasah. We have to pay bills, staff wages etc and we struggle financially as we are awaiting payments from parents. We will start chasing monthly to ensure you don't become too much in arrears. Please note the following:

- Fees for Term 1 in full (September 2022, October 2022, November 2022 & December 2022) must be paid no later than **Friday 2nd December 2022**.
- Fees for Term 2 in full (January 2023, February 2023, March 2023, and April 2023) must be paid no later than **Friday 10th March 2023**.
- Fees for Term 3 in full (May 2023, June 2023 and July 2023) must be paid no later than **Friday 23rd June 2023**.

Guidance Notes

- Please continue using the Fees Payment Card, where we will sign and stamp the chart once you have made a payment. This will help to track and manage your payments. This will be given to each child, so please ensure that you keep this safe!
- Please note that we have equally proportioned (including Ramadhan) the annual fees for the year into 11 months, so the 1st month of the contribution is September 2021. Some months will have 5 weeks and some will have less (when you have holidays) but we have made it simple and less confusing for the parents, hence you will pay the same amount each month!
- All fees **MUST** be submitted in a sealed envelope with your child's FULL Name, Class Number, period of payment (Annual, Month, Term) and the amount that is being paid. This will ensure that discrepancies are avoided.
- If you are paying for more than one child, it is good practice to submit each child's fees **SEPERATELY**, otherwise please state clearly what you are enclosing. Please hand in your fees to the class teacher or the principal. **PLEASE NOTE THAT THE MADRASAH WILL NOT ACCEPT RESPONSIBILITY FOR ANY FEES LOST BY YOUR CHILDREN!** We would request that you make the payment yourself to the principal.
- We would humbly request that all fees are paid on time as we rely on your fees, as this will help us immensely in running the Madrasah. We are a charity, and we do not have any regular income or funding. We solely operate on the donations and support of parents and other individuals. **It takes a great amount of admin work to send you reminders. We run this on a voluntary basis, and we again spent a considerable amount of time last year in chasing parents to pay their children's fees. We always pay other bills on time and for the Madrasah, we constantly have to be chased and reminded! If you have a number of children and are struggling with payments, then please contact the Madrasah Committee and we can work on a payment plan.**
- Please ensure that the correctly monthly/quarterly/yearly amount is paid. i.e. Either £25.00, £96.00 etc and not £20.00 etc.

If you are unclear about anything or would like further information, then please do not hesitate to contact us. We thank you in advance for your cooperation and support.

The Madrasah Committee