



Madrasah Naqeebul Islam

Madrasah Naqeebul-Islam, 27 William Henry Street, Preston, PR1 4XH, TEL: 01772 798847

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Date: 6<sup>th</sup> September 2023

Dear Respected Parents

The Madrasah Naqeebul Islam fees for 2023/24 are:

| Class             | Yearly Fee | Monthly Fee | Term fee |         |        |
|-------------------|------------|-------------|----------|---------|--------|
|                   |            |             | 1        | 2       | 3      |
| Reception - Older | £286.00    | £26.00      | £104.00  | £104.00 | £78.00 |
| Hifz Class        | £341.00    | £31.00      | £124.00  | £124.00 | £93.00 |

We now have a Bank Account where you can spread the costs by using Direct Debit or bank transfers.

**Account Name:** Madrasah Naqeebul Islam  
**Type:** Business  
**Sort Code:** 04-06-05  
**Account No:** 21523854  
**Reference:** Childs Name and Year

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. Please note the following:

- Fees for Term 1 in full (September 2023, October 2023, November 2023 & December 2023) must be paid no later than **Friday 1<sup>st</sup> December 2023**.
- Fees for Term 2 in full (January 2024, February 2024, March 2024, and April 2024) must be paid no later than **Friday 8<sup>th</sup> March 2024**.
- Fees for Term 3 in full (May 2024, June 2024 and July 2024) must be paid no later than **Friday 14<sup>th</sup> June 2024**.

#### **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!
- 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 note fees have been apportioned equally each month which incorporates holidays etc
- Please ensure that the correct monthly/quarterly/yearly amount is paid. i.e. £26.00, £104.00 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