



RECITE UK

الحديث - القرآن - الدعاء

# Fee Policy

Approved by:	The Directors'
Last reviewed:	September 2020
Next review due by:	September 2021

Our ultimate aim is to make Islamic and Qur’anic education easily accessible and more affordable to parents/guardians, impacting the wider community.

The organisation is committed to working in partnership with the parent community. This policy ensures that guidelines and procedures are clear and aims to provide clarification on all fee related queries.

The fees have been calculated meticulously so that you will only be charged for the days that the school is in operation. Hence, the fees exclude school holidays e.g. bank holidays. So parents/guardians be rest assured you’re not paying anything extra!

4. FEE STRUCTURE - PER/CHILD					
School Terms	Term Dates	Fee	Universal Credit up to 85% off	Tax Credits up to 70% off	Tax Free Childcare 20% off
Autumn 1	07/09/20 16/10/20	£150	£22.50	£45	£120
Autumn 2	26/10/20 11/12/20	£175	£26.25	£52.50	£140
Spring 1	05/01/21 12/02/21	£145	£21.75	£43.50	£116
Spring 2	22/02/21 01/04/21	£145	£21.75	£43.50	£116
Summer 1	20/04/21 28/05/21	£120	£18	£36	£96
Summer 2	07/06/21 16/07/21	£150	£22.50	£45	£120

**Please see appendix 1 for further breakdown of costs if you join at a later date.**

We will be issuing Islamic Study books to support the teaching and learning. The price of the books will have to be paid in addition to the term fees. There are eight levels of the Islamic Study Books and at each level there are two books; course material and workbook. We recommend that you purchase only one level until you reach the second level.

**Islamic Books**

Qaida - £4

Dua Book - £2.10

Islamic Study Books (one level) - £10

Qur’an - £5

Exercise Book - £1

## Terms and Conditions:

- Full Fees for the term e.g. Spring 2, need to be paid before your child can attend the club.
- Depending on what you wish your child to study then the cost of the books will have to be paid in addition to the fees.
- If parents/guardians wish to enrol their child, then they can pay a £25 nonrefundable deposit.
- If parents/guardians wish to enrol their child but there is no space and they are placed on a waiting list, then they can pay a £25 nonrefundable deposit unless we can't allocate a position for the beginning of the next term.
- To secure a place for your child, the application form and fees need to be completed prior to their start date.
- If you have more than four children then you will need to email us [parents@reciteuk.com](mailto:parents@reciteuk.com), so we can send you a separate application form.
- A parent/guardian can enrol their child throughout the term by paying the remaining days of the term i.e. 9 days of term remaining, so only £45 to pay (9 days' x £5 = £45).
- If you decide to withdraw your child before the end of term, there will be no refund. (parents/guardian who pay annually will be subject to a refund for the terms that have not commenced).
- If your child is expelled from the club, there will be no refund. (please see behaviour policy for steps that lead to expulsion.)
- If your child is absent without a valid reason (e.g. hospitalised) then there will be no refund for days missed. Evidence will need to be provided.
- Complete flexibility – parents/guardians can choose how many and which days they want their child(ren) to attend.
- No registration fees.
- No Contract - Parents/guardians do not have to commit every term
- Fees are subject to change; in such circumstances parents/guardians will be informed in advance.
- If we have miscalculated the number of days in a term by any chance, then we would either reimburse or request further payment.
- Parents/guardians who wish to make an annual payment should email [parents@reciteuk.com](mailto:parents@reciteuk.com). In the 'subject' - state the provision you wish to send your child to, 'main body' – your child(ren)' name. You will receive an email to confirm the amount to be paid. Once the fee is paid you will receive an email to confirm your payment and this is your receipt. (Every provision we provide operate at different term times.)
- If Parents/Guardians who are only eligible for Tax Free Childcare and want their child(ren) to attend on the first day of term, then they will have to pay a £50 deposit per child. The account takes a maximum of 10 days to set up (£5 a day x 10 days = £50). Once they've set up their account and paid RECITE UK through their Tax Free Childcare account, their child(ren) can attend the remaining days of the term. The £50 will be refunded if they pay through their childcare account informing them that childcare started from the first date of attendance. However, if for any reason the Tax free childcare does not allow you to claim from the first day then any sums of money due will be deducted from the £50 deposit and refunded to parents/guardians.

## **Covid-19** – Terms and conditions:

Alhumdulillah we also have online lessons as a contingency plan. We have two different providers, one from Pakistan and the other from Egypt.

May Allah forbid that we get a second waive, however, if this does occur we will place your child(ren) with our online Qur'an teachers. We will ensure that parents/guardians do not lose out financially so we will place their child(ren) with the online teacher equal to the monetary value of days it would have cost at our club.

Please see example below:

### **Example 1**

Child attends RECITE UK for 5 days a week.

The term is 4 weeks long so that would cost £100.

A pandemic breaks out after the second week where the provision will have to be temporarily closed.

Hence 2 weeks of lessons are still outstanding = £50

The price of Qur'an classes online from Monday to Friday is £1.25 or £3 a lesson for 30mins 1:1 depending on the online provider parents/guardians wish to choose.

Therefore, we will provide 40 Qur'an lessons online if you choose the provider that costs £1.25

OR we will provide you with 16 Qur'an lessons online if you choose the provider that costs £3

### **Example 2**

Child attends RECITE UK for 3 days a week.

The term is 4 weeks long so that would cost £60

A pandemic breaks out after the second week where the provision will have to be temporarily closed.

Hence 2 weeks of lessons are still outstanding = £30

The price of Qur'an classes online from on a part time basis is £1.50 or £3 a lesson for 30mins 1:1 depending on the online provider parents/guardians wish to choose.

Therefore, we will provide 20 Qur'an lessons online if you choose the provider that costs £1.50

OR we will provide you with 10 Qur'an lessons online if you choose the provider that costs £3

If the pandemic continues, parents/guardians are more than welcome to stay online and pay the according fees. If the lockdown comes to an end, then we will give you the opportunity to choose whether to return to the site or stay online.

## **Child Care Element**

We are an Ofsted Registered Child Care Provider which allows parents/guardians to receive discount on sending their child(ren) to our club. There are three different elements in order to receive discount with our organisation;

**Note:** Parents/guardians who are on U.C or Tax Credits must pay the fee and then contact either U.C or Tax Credits so they can reimburse you the childcare costs.

Parents/guardians who are on Tax Credits or Universal Credits can claim up to the 31 August following their child's 16th birthday.

Universal Credits – parents/guardians can claim up to 85% of the costs of childcare – ring 0800 328 5644 or log onto your journal to report child care costs. (<https://www.gov.uk/government/publications/universal-credit-and-childcare/universal-credit-childcare-guide>)

Tax Credit - parents/guardians can claim up to 70% of the costs of childcare – ring 0345 300 3900

Tax Free Child Care up until the age of 12 years old – Every £8 paid into the childcare account, the government pay £2 into the account. This means that parents/guardians save 20% of the costs of childcare – ring 0300 123 4097 to set up an account.

Please see Child Care Guidance on our website <https://www.reciteuk.com/policies>

Parents/Guardians will need the details of our provision if they are claiming via Universal Credits/Tax Credits or setting up a childcare account. Please click [Ofsted Registration Certificate](#)

## **Payment**

There are 2 options available to parents/guardians:

- Annual payment
- Termly payment (there are 6 terms; Autumn 1, Autumn 2, Spring 1, Spring 2, Summer 1 and Summer 2)

RECITE UK'S preferred payment methods are listed below:

<b>By BACS/CHAPS</b> Please ensure that you quote your eldest child's name on the reference so we can match it with the application form.  Payments should be made to:	<b>By Cash</b> If you wish to pay by cash, place the money into a sealed envelope marked with your child(ren's) name. Then provide the envelope to the management of RECITE UK.
Bank:	Coconut
Account:	RECITE UK Ltd
Sort Code:	23-69-72
Account Number:	19598345

## Appendix 1

### Autumn Term

#### Fee Structure per/child for Autumn Term 1 (07/09/20 – 16/10/20)

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Date: 07/09/20 Fee: £150	Date: 08/09/20 Fee: £145	Date: 09/09/20 Fee: £140	Date: 10/09/20 Fee: £135	Date: 11/09/20 Fee: £130
Date: 14/09/20 Fee: £125	Date: 15/09/20 Fee: £120	Date: 16/09/20 Fee: £115	Date: 17/09/20 Fee: £110	Date: 18/09/20 Fee: £105
Date: 21/09/20 Fee: £100	Date: 22/09/20 Fee: £95	Date: 23/09/20 Fee: £90	Date: 24/09/20 Fee: £85	Date: 25/09/20 Fee: £80
Date: 28/09/20 Fee: £75	Date: 29/09/20 Fee: £70	Date: 30/09/20 Fee: £65	Date: 01/10/20 Fee: £60	Date: 02/10/20 Fee: £55
Date: 05/10/20 Fee: £50	Date: 06/10/20 Fee: £45	Date: 07/10/20 Fee: £40	Date: 08/10/20 Fee: £35	Date: 09/10/20 Fee: £30
Date: 12/10/20 Fee: £25	Date: 13/10/20 Fee: £20	Date: 14/10/20 Fee: £15	Date: 15/10/20 Fee: £10	Date: 16/10/20 Fee: £5

#### Fee Structure per/child for Autumn 2 (26/10/20 – 11/12/20)

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Date: 26/10/20 Fee: £175	Date: 27/10/20 Fee: £170	Date: 28/10/20 Fee: £165	Date: 29/10/20 Fee: £160	Date: 30/10/20 Fee: £155
Date: 02/11/20 Fee: £150	Date: 03/11/20 Fee: £145	Date: 04/11/20 Fee: £140	Date: 05/11/20 Fee: £135	Date: 06/11/20 Fee: £130
Date: 09/11/20 Fee: £125	Date: 10/11/20 Fee: £120	Date: 11/11/20 Fee: £115	Date: 12/11/20 Fee: £110	Date: 13/11/20 Fee: £105
Date: 16/11/20 Fee: £100	Date: 17/11/20 Fee: £95	Date: 18/11/20 Fee: £90	Date: 19/11/20 Fee: £85	Date: 20/11/20 Fee: £80
Date: 23/11/20 Fee: £75	Date: 24/11/20 Fee: £70	Date: 25/11/20 Fee: £65	Date: 26/11/20 Fee: £60	Date: 27/11/20 Fee: £55
Date: 30/11/20 Fee: £50	Date: 01/12/20 Fee: £45	Date: 02/12/20 Fee: £40	Date: 03/12/20 Fee: £35	Date: 04/12/20 Fee: £30
Date: 07/12/20 Fee: £25	Date: 08/12/20 Fee: £20	Date: 09/12/20 Fee: £15	Date: 10/12/20 Fee: £10	Date: 11/12/20 Fee: £5

## Spring Term

### Fee Structure per/child for Spring 1 (05/01/21 – 12/02/20)

Monday	Tuesday	Wednesday	Thursday	Friday
_____	Date: 05/01/21 Fee: £145	Date: 06/01/21 Fee: £140	Date: 07/01/21 Fee: £135	Date: 08/01/21 Fee: £130
Date: 11/01/21 Fee: £125	Date: 12/01/21 Fee: £120	Date: 13/01/21 Fee: £115	Date: 14/01/21 Fee: £110	Date: 15/01/21 Fee: £105
Date: 18/01/21 Fee: £100	Date: 19/01/21 Fee: £95	Date: 20/01/21 Fee: £90	Date: 21/01/21 Fee: £85	Date: 22/01/21 Fee: £80
Date: 25/01/21 Fee: £75	Date: 26/01/21 Fee: £70	Date: 27/01/21 Fee: £65	Date: 28/01/21 Fee: £60	Date: 29/01/21 Fee: £55
Date: 01/02/21 Fee: £50	Date: 02/02/21 Fee: £45	Date: 03/02/21 Fee: £40	Date: 04/02/21 Fee: £35	Date: 05/02/21 Fee: £30
Date: 08/02/21 Fee: £25	Date: 09/02/21 Fee: £20	Date: 10/02/21 Fee: £15	Date: 11/02/21 Fee: £10	Date: 12/02/21 Fee: £5

### Fee Structure per/child for Spring 2 (22/02/21 – 01/04/21)

Monday	Tuesday	Wednesday	Thursday	Friday
Date: 22/02/21 Fee: £145	Date: 23/02/21 Fee: £140	Date: 24/02/21 Fee: £135	Date: 25/02/21 Fee: £130	Date: 26/02/21 Fee: £125
Date: 01/03/21 Fee: £120	Date: 02/03/21 Fee: £115	Date: 03/03/21 Fee: £110	Date: 04/03/21 Fee: £105	Date: 05/03/21 Fee: £100
Date: 08/03/21 Fee: £95	Date: 09/03/21 Fee: £90	Date: 10/03/21 Fee: £85	Date: 11/03/21 Fee: £80	Date: 12/03/21 Fee: £75
Date: 15/03/21 Fee: £70	Date: 16/03/21 Fee: £65	Date: 17/03/21 Fee: £60	Date: 18/03/21 Fee: £55	Date: 19/03/21 Fee: £50
Date: 22/03/21 Fee: £45	Date: 23/03/21 Fee: £40	Date: 24/03/21 Fee: £35	Date: 25/03/21 Fee: £30	Date: 26/03/21 Fee: £25
Date: 29/03/21 Fee: £20	Date: 30/03/21 Fee: £15	Date: 31/01/21 Fee: £10	Date: 01/04/21 Fee: £5	_____

## Summer Term

### Fee Structure per/child for Summer 1 (20/04/21 – 28/05/21)

Monday	Tuesday	Wednesday	Thursday	Friday
_____	Date: 20/04/21 Fee: £120	Date: 21/04/21 Fee: £115	Date: 22/04/21 Fee: £110	Date: 23/04/21 Fee: £105
Date: 26/04/21 Fee: £100	Date: 27/04/21 Fee: £95	Date: 28/04/21 Fee: £90	Date: 29/04/21 Fee: £85	Date: 30/04/21 Fee: £80
Date: 03/05/21 Fee: £75	Date: 04/05/21 Fee: £70	Date: 05/05/21 Fee: £65	Date: 06/05/21 Fee: £60	Date: 07/05/21 Fee: £55
<b>Ramadan &amp; Eid Holidays</b>				
Date: 17/05/21 Fee: £50	Date: 18/05/21 Fee: £45	Date: 19/05/21 Fee: £40	Date: 20/05/21 Fee: £35	Date: 21/05/21 Fee: £30
Date: 24/05/21 Fee: £25	Date: 25/05/21 Fee: £20	Date: 26/05/21 Fee: £15	Date: 27/05/21 Fee: £10	Date: 28/05/21 Fee: £5

### Fee Structure per/child for Summer 2 (07/06/21 - 16/07/21)

Monday	Tuesday	Wednesday	Thursday	Friday
Date: 07/06/21 Fee: £150	Date: 08/06/21 Fee: £145	Date: 09/06/21 Fee: £140	Date: 10/06/21 Fee: £135	Date: 11/06/21 Fee: £130
Date: 14/06/21 Fee: £125	Date: 15/06/21 Fee: £120	Date: 16/06/21 Fee: £115	Date: 17/06/21 Fee: £110	Date: 18/06/21 Fee: £105
Date: 21/06/21 Fee: £100	Date: 22/06/21 Fee: £95	Date: 23/06/21 Fee: £90	Date: 24/06/21 Fee: £85	Date: 25/06/21 Fee: £80
Date: 28/06/21 Fee: £75	Date: 29/06/21 Fee: £70	Date: 30/06/21 Fee: £65	Date: 01/07/21 Fee: £60	Date: 02/07/21 Fee: £55
Date: 05/07/21 Fee: £50	Date: 06/07/21 Fee: £45	Date: 07/07/21 Fee: £40	Date: 08/07/21 Fee: £35	Date: 09/07/21 Fee: £30
Date: 12/07/21 Fee: £25	Date: 13/07/21 Fee: £20	Date: 14/07/21 Fee: £15	Date: 15/07/21 Fee: £10	Date: 16/07/21 Fee: £5