



FEES & DEPOSIT TERMS & CONDITIONS

2025

This document sets out a binding agreement between the parents/guardians of any student enrolled at Cambridge Muslim Secondary School (hereinafter referred to as the 'School') in relation to the School's tuition fees, deposit and administrative fees. Please be advised that as part of our legal responsibilities, the School may (from time to time) be required to obtain satisfactory evidence of the identity of the person who is paying the fees.

1. School Tuition Fee

1.1. The School tuition fee is set at £6,000 inclusive of VAT for the academic year, which will be invoiced on a termly basis and due for payment, in full, at the commencement of each term. Due to a change in government policy, 20% VAT has to be applied to the portion of the tuition fee covering the period from 1 January 2025 onward, and this will be reflected in the invoices for the relevant terms. A schedule of the payment dates can be found in Section 4.

1.2. The School reserves the right to increase the tuition fee during the academic year if required. In the unlikely event of this occurring, every effort will be made to give a full term's notice of any fee increase; however, the School reserves the right to increase the fee without notice.

1.3. Parents/guardians must note that the tuition fee only covers the students' tuition, homework diary, exercise books and principal class textbooks*. Other items, including (but not limited to) uniforms, school lunches (children will need to provide their own packed lunch), specialist subject books, supplies and equipment, examinations (TBC), trips, any sporting fixtures and equipment, instruments or any other item/s necessary for a student's education, must be paid for additionally.

** Replacement items resulting from the loss of the original will be charged for.*

2. New Applicants

2.1. Application Fee

Parents/guardians are required to pay a non-refundable application fee of £30 (incl. VAT) per student when submitting an application to the School.

2.2. Accepting An Offer of a Place for the First Time

Following a successful application to the School, parents/guardians will be issued an acceptance invoice, which will consist of the security deposit (2.3) and administration fee (2.4). This invoice must be paid in order to secure the student's place at the School for the academic year. Failure to pay this fee may result in the student's place being withdrawn and offered to another student on the School's waiting list.

2.3. Security Deposit

Parents/guardians are required to pay a security deposit of £200 per student, which will be retained on the student's account.

2.4. Administration Fee

Parents/guardians are required to pay a one-off, non-refundable administration fee of £100 (incl. VAT) per student.

2.5. In-Year Applicants

If a student begins partway through the first half of a school term, then the entire term's tuition fee will be payable. If a student begins after the half-term break, then half a term's tuition fee will become payable. Parents/guardians are required to pay the security deposit (2.3) and administration fee (2.4) in full, regardless of which half term the student commences.

3. Public Examination Fees (Year 11 students)

3.1. The tuition fee does not include the entry fee for Public Examinations (GCSE, IGCSE). The fee in relation to entries for Public Examinations will be an extra charge, which will be invoiced separately at that time.

4. Payment Dates

4.1. Parents/guardians have 3 options for the payment of tuition fees and are required to pay these as set out in the options below:

4.2. OPTION 1: A Year's Fee in Advance

Parents/guardians will pay a year's tuition fee in advance by 1st August as set out below.

ACADEMIC PERIOD	AMOUNT DUE	DUE DATE	PAYMENT METHOD
Term 1, Term 2 and Term 3 (September – July)	£6000 (incl. VAT)	1st August	Online

4.3. OPTION 2: A Term's Fee in Advance, followed by Two Termly Payments

Parents/guardians will pay one term's tuition fee instalment in advance followed by two further termly instalments as set out in the table below.

ACADEMIC PERIOD	AMOUNT DUE	DUE DATE	PAYMENT METHOD
Term 1 (September – December)	£2,000	1st August	Online
Term 2 (January – March)	£2,000	1st December	Online
Term 3 (April – July)	£2,000	1st April	Online

4.4. Parents/guardians experiencing financial hardship due to the cost of living crisis may apply to enter into a monthly payment schedule with the School, allowing the tuition fee to be paid over 12 instalments. All applications will be assessed on a case-by-case basis. The payment schedule will run from 1st August to 1st July.

5. Payment Method

5.1. The School prefers parents/guardians to make payments via Direct Debit and/or bank transfer. Parents/guardians paying via this method must complete the Direct Debit mandate sent to them by the Accounts Department by the deadline indicated and are obligated to renew this mandate, if requested, throughout the academic year.

5.2. The School does not accept payment by cash or cheque.

5.3 Payment options will be finalised at the interview.

6. How to Secure a Place at the School for the 2024/25 Academic Year

6.1. A student's place on the School roll is not guaranteed to continue automatically into the next academic year.

6.2. In order to secure a place for a student for the academic year, parents/guardians must pay either the full fee or one term's fee in advance by 1st August. Parents/guardians approved to pay via a monthly payment schedule must pay their first monthly instalment by the 1st of August.

6.3. Failure to do so may result in the student's place being withdrawn and offered to another student on the School's waiting list.

7. Inability to Pay Tuition Fee

7.1. The School expects parents/guardians to meet their obligations in full and without exception. Parents/guardians may choose to apply for financial support privately through outside agencies; however, this is not the responsibility of the School and will not be accepted as a reason for any delay in payments.

7.2. CMSS may be able to provide a limited scholarship programme, depending upon donations available; however, there is a strict criteria to receive this. Parents/guardians will still need to contribute a certain percentage towards the schools fees. Please contact the school for further information.

8. Missing a Fee Payment Deadline

8.1. The School relies on the prompt payment of fees for the smooth running of its services, which all parents/guardians commit to paying when their child/ren is/are first offered a place at the School.

- 8.2. It is the responsibility of parents/guardians to ensure that each scheduled payment is processed as per the above tables. Should a payment collection/processing fail for any reason, parents/guardians are asked to contact the Accounts Department as soon as possible and inform them of this.
- 8.3. In the event that a scheduled fee payment is missed by the deadline, parents/guardians will be contacted with a telephone call and email within five working days. If there is no answer/reply, an exclusion letter will be issued, giving a further five working days to make the payment. If payment is still not made, the student will be excluded from the School for a maximum of five working days.
- 8.4. If fees continue to remain outstanding by the fifth day of an exclusion, the School reserves the right to withdraw the student from the school register. The School will contact the local authority to officially inform them of the final decision. This will apply even during examination times.
- 8.5. It is the responsibility of parents/guardians to check their emails and keep updated with notifications from the School. The School will not be responsible if parents/guardians fail to accept the telephone call or read any emails that are issued.
- 8.6. If parents/guardians wish to re-enrol their child in the School following a withdrawal, it will be treated as a new application, for which the student must be interviewed and wait for a response. If the student is accepted back, the non-refundable application fee, administration fee and security deposit will be applied. There is no guarantee of the student being readmitted back to the School.

9. Sibling Discounts

- 9.1. Parents sending more than one child to the School will be entitled to a sibling discount on the tuition fees of the second or third child as set out below. These discounts will apply to all students. It is the parents/guardians' responsibility to inform the school if this applies to them.

FIRST CHILD	ADDITIONAL CHILDREN
Full year's tuition fee payable	5% discount on any additional child

10. Fees, refunds and Parent's Obligation to Notify of a Withdrawal

- 10.1. Application fees, administration fees and registration fees are non-transferable and non-refundable at all times.
- 10.2. Security deposits are refunded to parents/guardians upon the student's leaving the School, subject to there not being any sums due to the School at that time.

10.3. Parents/guardians must give a clear **one whole term's** notice in writing to the Headteacher stating their intention to withdraw a student before withdrawing from the School.

10.4. Any Fees paid in advance are non-refundable.

10.5. If a student is withdrawn from the School after the parents/guardians serve the correct notice, the deposit will be returned.

10.6. Fees paid will not be refunded or waived for any part of a term for which a Student is absent through illness, accident, vacation, exclusion, or if a term is shortened and/or the School is closed due to adverse weather, emergency or any other cause.