

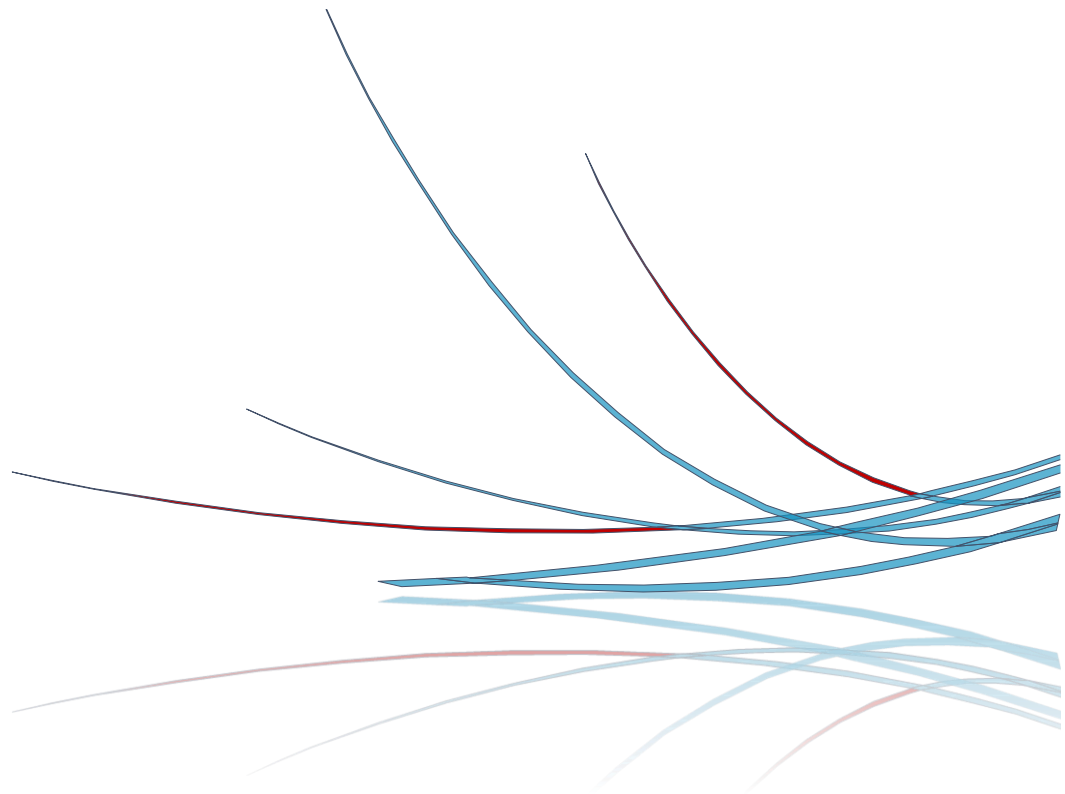


THE QURAN HUB

Revised Feb 2022

Fees Policy

Parent Information on fees



Tuition Fee Policy and Procedures

Introduction

We recommend that you read this information carefully as it contains important information about the organisation's regulations, policies and procedures with regard to tuition fees for your child's lessons and tuition with us.

Admission Fee

A one-off non-refundable admission fee of **£25** is applied for each child you register, when enrolling your child with us. This is to cover the admin cost that goes through registering your child. Failure to pay the admission fee through our Student Application form on our website, will hinder the registration for your child with us.

The above payment is not in relation to your monthly fees and is a standalone one off payment only at the start of your admission for your child. Please ensure to pay this fee alongside the tuition fee at the start of your child's enrolment of that month, preferably, which would be the 1st of that month.

If you require an invoice for this payment, please feel free to contact us on our email or on our website's contact form, and kindly ensure to highlight the name of your child in the message.

Fee Calculation

The monthly fees for our Standard and Premium packages are determined through a calculated methodology. We commence by multiplying the base session price by the number of weekly sessions (3 days a week), resulting in a weekly total. This weekly total is subsequently multiplied by the total number of weeks in the academic year when our tutors actively provide instruction, which amounts to 42 weeks. The resulting annual cost is then evenly distributed across 12 months.

- Fees are based on the chosen package: Standard Package (£70/month), Premium Package (£85/month), or Provisional Package (Hifdh Class - £130/month).
- Monthly fees are calculated based on the number of sessions.
- Payment is via Direct Debit or Standing order on the 1st of each month.

This approach ensures monthly payments are made, encompassing holidays, while essentially remunerating only for the actual teaching days.

Fee Breakdown

For reference on how much you are paying, here is a breakdown with calculation references below:

- **Base** = per half hour
- **Weekly** = Base x 3 (days of lessons in the week)
- **Yearly** = Weekly amount x 42 (weeks in the academic year)
- **Monthly** = Yearly divide by 12 months (in a year; amount is rounded to nearest amount)

Base	Weekly	Yearly	Monthly	Students	Total
£6.70	£20.10	£844.20	£70	1	£70
£6.20	£18.60	£781.20	£65	2	£130
£6.00	£18.00	£756.00	£63	3	£190

*The above amounts are rounded up/down by the nearest pound and the **Total** will be what parents will be paying to the tutor every month and consequently incorporates the holidays too.

If there is a family of more than 3 children, then the above table will reapply starting from the 4th child. Therefore, on the 4th sibling, you will be charged the standard flat rate of £65, 5th sibling being at £126, and so on, etc.

Weekend Rates

Weekend rates are calculated based on how long the session; if you have 45 minutes per day on the weekends, then the above structure would be applicable.

However, if you only prefer **half an hour** on the weekends, then you will only times the base rate by 2, rather than 3 (days), which would provide you your **weekly** rate.

Please see an example model below of a weekend rate, where the child only studies 30 minutes on Saturday and 30 minutes on Sunday;

Base	Weekly	Yearly	Monthly	Students	Total
£6.70	£13.40	£563	£47	1	£47
£6.20	£12.40	£521	£43	2	£86
£6.00	£12.00	£504	£42	3	£126

For our fee terms, please see our **Tuition Fees Payable** section which is highlighted on the page [here](#) below.

Tuition Fees Payable

- 1.1 All parents will pay directly to The Quran Hub account provided on the **Tutor Details Form/email**, per monthly basis.
- 1.2 Late fees: if fees are not paid within **4 weeks** after notice is given from the due date, our tuition service for your child will be postponed, until payment is made.
- 1.3 Any unauthorised absence for more than 4 weeks will result in removal of your child from our classes.
- 1.4 Unauthorised absences are not eligible for a refund, as fees are paid by monthly advance.
- 1.5 If a tutor is absent, you will be able to request either of the following:
 - Rearrangement of the lesson
 - Request a refund if the lesson(s) cannot be rearranged
 - Cover of a lesson over the holiday period.
- 1.6 You can rearrange lessons for **authorised absences ONLY**.
- 1.7 Parents are required to pay the fees on monthly basis for the full academic year **including holidays**. This includes holidays, such as 2 weeks in December, 2 weeks Easter holidays, 10 days in Ramadan and 1 month in summer.
- 1.8 If extra lessons are requested during the holiday period, these can be catered for under the discretion and availability of the tutor. Please contact the tutor directly for their availability and position on providing this.
- 1.9 If you wish to **cancel** the service at any time, please email us a month/4 weeks before the intended time of leave. We will recalculate the weeks attended against the monthly fees paid and either invoice/credit you the difference accordingly.

The Quran Hub

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