

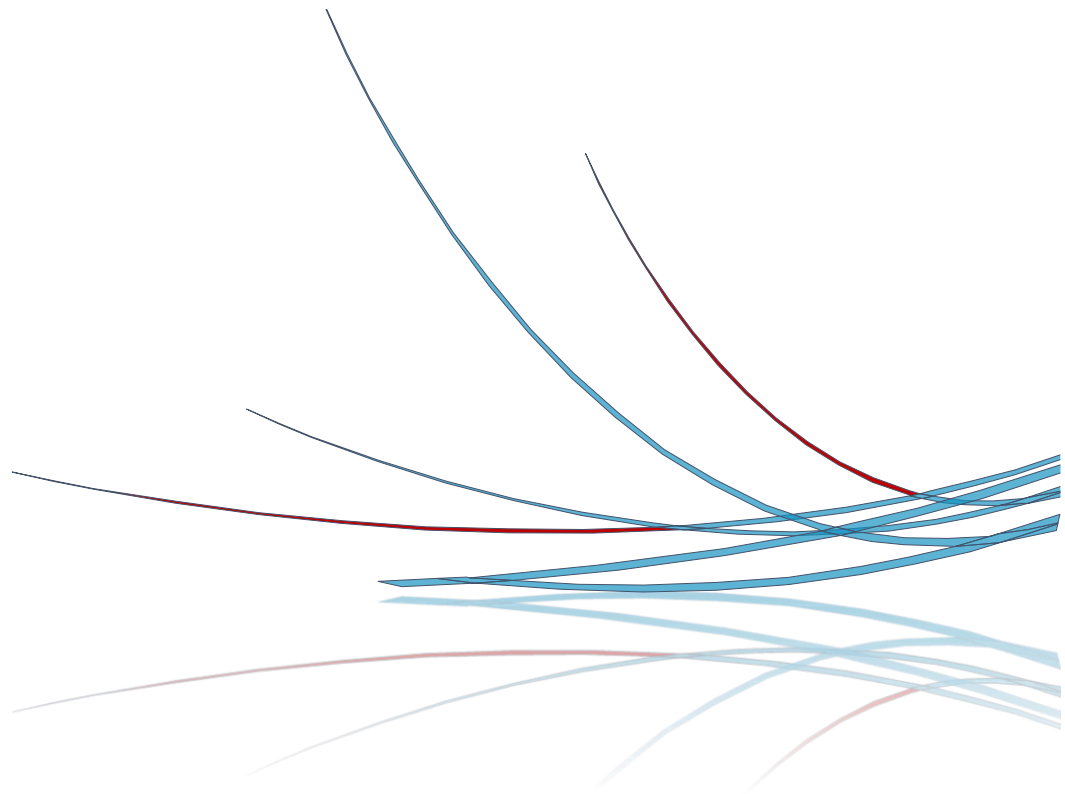


THE QURAN HUB

Revised Sep 2025

Admission & 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 £50 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.

Initial Deposit

As part of our enrolment process, a **£150 refundable deposit** is required upon initial registration. This deposit serves as a safeguard to cover any **unpaid tuition fees, late payments**, or potential **legal costs** in case of disputes.

- The deposit will be **refunded at the end of the academic year**, provided that

all **outstanding tuition fees, late fees, and any other contractual obligations** have been cleared.

- If a parent **withdraws their child** after acceptance into our programme, the deposit will be **non-refundable**.
- The deposit also acts as a **commitment guarantee**, ensuring that places are reserved only for families genuinely committed to the programme.

This measure helps us maintain **financial stability** and ensures that tutors are fairly compensated.

Late Fee

A **£10 late fee** will be applied in the following circumstances:

- If the **monthly tuition fee** is not received before the end of the month, and no prior notice of an exemption or exception has been provided.
- This late fee will be **charged consecutively every week** until the outstanding tuition payment is made.
- If tuition fees remain unpaid, the late fees will continue to accumulate weekly, including the week in which the tuition fee is finally settled.
- Late payments cause **financial instability**, as they directly affect tutor wages and the operational costs of the programme. Additionally, our **Direct Debit provider** applies additional charges for every failed or retried payment attempt, which this late fee helps to cover.

This measure helps us maintain **financial stability** and ensures that tutors are fairly compensated.

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 |
|-------|--------|--------|---------|----------|-------|
| £6.20 | £18.60 | £781 | £65 | 1 | £65 |
| £6.00 | £18 | £756 | £63 | 2 | £126 |
| £5.70 | £17 | £718 | £60 | 3 | £180 |

*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 |
|-------|--------|--------|---------|----------|-------|
| £6.20 | £12.40 | £521 | £44 | 1 | £44 |
| £6.00 | £12 | £504 | £42 | 2 | £84 |
| £5.70 | £11.40 | £479 | £40 | 3 | £120 |

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 tuition fees are not received before the end of the month and no prior exemption is provided, a **£10 late fee** will be applied **for each consecutive week** until the balance is cleared.
 - This late fee will continue to accumulate, **including the week** in which the tuition fee is **finally paid**.
 - If fees remain unpaid beyond 4 weeks, tuition services for your child will be paused, and further steps will be taken as necessary.
- 1.3 **Deposit Usage & Refund Conditions:** A **£150 deposit is required upon enrolment** and serves as a safeguard against unpaid tuition fees, late payments, or contract breaches.
 - Any **outstanding balance (e.g., unpaid fees, late charges)** will be deducted from the deposit.
 - **The remaining deposit (if applicable)** will be refunded at the end of the academic year, provided all fees are cleared.
- 1.4 Any unauthorised absence for more than 4 weeks will result in removal of your child from our classes.
- 1.5 Unauthorised absences are not eligible for a refund, as fees are paid by monthly advance.
- 1.6 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.
- 1.7 You can rearrange lessons for **authorised absences ONLY**.
- 1.8 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 6-weeks in summer.

- 1.9 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.
- 1.10 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.