



Al Zahra Academy

Responsibility: Leadership Team

School Fees Policy

Revised:
Next Review:

Purpose

The purpose of this policy is to outline the school fees structure, payment processes, and financial expectations for parents and carers at Al Zahra Academy. This policy ensures transparency and accountability while supporting the Academy's commitment to delivering high-quality Islamic and academic education.

Scope

This policy applies to all students enrolled in the primary grades at Al Zahra Academy and their parents/carers. It outlines the fees structure, payment options, and processes for addressing late or non-payment of fees.

Fee Structure

The Fees for the 2026 academic year are as follows:

- **Enrolment Fee:** \$150 per student
- **Tuition Fees Prep to Grade 6:** \$3,500* per student annually
- **Building Levy:** \$350 per family annually
- **Library Levy:** \$100 per student annually

These fees are essential to support the provision of quality education, resources, and services at Al Zahra Academy.

**** Tuition Fees will be reduced to \$1,000 per student for our first year (2026) operating out of our temporary location. No further family or early payment discounts apply to the first year.***

Discounts

The following Tuition Fee discounts will be applied for families with more than one student enrolled (not applicable for first year):

- **2nd Child:** 10%
- **3rd Child:** 15%
- **4th Child:** 20%
- **5th Child:** 100%

In addition to the above discounts a further discount of 10% will be applied to Tuition Fees where total annual fees are paid upfront before 31st January of the school year.

Payment Terms

Parents/carers are required to pay tuition fees in full or through quarterly instalments. Payment options include:

- **Upfront Payment:** Full payment of annual Tuition Fees at the beginning of the academic year.
- **Quarterly Instalments:** Tuition Fees can be paid in equal quarterly instalments. Payments are due by the following dates:
 - 31st January

- 24th April
- 10th July
- 2nd October

All fees must be settled by the start of Term 4.

Additional Costs

In addition to tuition fees, parents/carers may be required to cover the cost of uniforms, textbooks, excursions, and extracurricular activities. These additional costs will be communicated in advance.

Late or Non-Payment of Fees

Timely payment of fees is essential to ensure the smooth operation of the Academy. In cases of late or non-payment:

- A reminder notice will be issued to parents/carers.
- If fees remain unpaid after the reminder, the school's administration will arrange a meeting with the parents/carers to discuss payment options.
- Continued non-payment without an approved arrangement may result in further action, including referral to a debt recovery agency.

Concessions and Financial Hardship

Al Zahra Academy is committed to supporting families experiencing financial hardship. Parents/carers who are unable to meet the payment requirements are encouraged to contact the school's administration to discuss their situation. Concessions or alternative payment arrangements may be considered on a case-by-case basis.

Refund Policy

Parents are required to give 10 weeks notice for withdrawal of a student otherwise the fees for that term are non refundable. Application fees and other non-tuition fees are paid as part of the term 1 fees and are non-refundable.

Communication

This policy will be communicated to the school community through the following channels:

- Inclusion in the enrolment package
- Publication on the school's website
- Availability upon request from the school's administration

Review and Approval

This policy will be reviewed biennially to ensure its relevance and alignment with the Academy's objectives and Islamic values.

- **Policy last reviewed:** January 2025
- **Approved by:** Al Zahra Academy Principal and School Board.
- **Next scheduled review:** January 2027