



AL HUDA Welfare Foundation UK

Fee Policy

The fee policy defined by Al Huda Welfare Foundation UK applies to all registered students.

Registration Fee:

1. The registration fee is payable at the time of admission. (This is usually £30.)
2. The registration fee is non-refundable and there are no exemptions applied.
3. If a registered student transfers to another course on campus within a year, the registration fee will be transferred.

Note: If a specific course does not have a registration fee, the above rules will not apply.

Tuition Fee:

Fees can be paid termly or yearly via invoice through email.

Payment Options:

- Option 1: Yearly
- Option 2: Termly (3 terms in a year)

Liability to Pay the fee: Students are liable to pay any outstanding fee by the dates allocated at the time of registration.

The academic year starts in September each year and is divided into 3 equal terms. Each term consists of 13 weeks:

1st term: 1st September to 7th December

2nd term: 8th December to 29th March

3rd term: 13th April to 19th July

Late Payment Surcharge: After the deadline (in termly payments), in case of non-payment of the fee, an admin charge of £5 will incur after the 1st reminder (which will be considered as sadaqah).

The late fee must be paid immediately. If there are two consecutive failed payment reminders sent, then a charge of £10 will be applied automatically after that. In case of further delays after the 3rd reminder, Al Huda UK holds the right to refuse a student to sit for any lessons and exams.

Fee Reminders: Reminders will be sent via invoice via email.

Fee Transfers: Tuition fees are transferable within a course on campus for the respective student only.

Fee in case of absence: Fee will be payable for the time a student is away on leave, for any number of days, during the academic year.

Leaving the Course: Prior notice of one month is required.

Notice of Leaving & Refund: Students must give one month's notice prior to leaving the course to request a refund for any fee paid.

Requests must be made in writing to the finance department at alhudauk.finance@gmail.com.

Leaving without a notice: In case of a student leaving without an official notice, any fee paid will be non-refundable. Students will be liable to pay the current month's fee.

Financial Assistance: Finances will be discussed at the time of admission; please notify the admissions team and fill out the Financial Aid form.

Listeners Guidelines:

- Listeners in classes are permitted to attend for 2 Weeks (in long-term courses, at discretion of the course in charge)
- Unfortunately for any courses running for 6 months or less, there are no listeners allowed to attend. (registered students only)

Fee Guide

How to pay your fee:

1. **Via Invoice: For payment Option 1 & 2 (at the time of Admission)**

Once your form is received, an invoice will be generated, and you will receive it via email. Login details to pay the invoice will be shared in a separate email.

2. **Via Cheque: For payment Option 1 & 2**

Payable to **Al Huda Welfare Foundation UK** with the invoice number, student ID, and full name written clearly at the back.

Cheque to be handed in to the Finance Department only.

3. **Via Cash: For Registration Fee and Payment Option 1 & 2**

To be paid into the Finance Department only

If the department is closed for break or on the weekend, please place the fee in an envelope, label it with the student's full name, correct student ID, and amount being paid, and hand it over to the receptionist during working hours. Your receipt will be made available in about 5 working days.

Email: alhudauk.finance@gmail.com Phone: +44 7311 814 793

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