



## **AL HUDA Welfare Foundation UK**

### **Al-Huda Youth Club**

### **Admissions & Fee Policy**

**Effective from: 1 November 2025**

#### **Purpose:**

Al Huda Welfare Foundation UK ensures fairness, transparency, and consistency in all admission and fee procedures across its educational services.

Our mission is “Qur’an for All, in Every Hand, in Every Heart.”

We aim to provide a high standard of Islamic education in a safe, inclusive, and nurturing environment.

#### **Admission Availability:**

Admissions open when spaces become available.

Applications are placed on a waiting list.

Parents are contacted based on priority and registration date.

#### **Admission Priority:**

- Siblings of enrolled students
- Students on the waiting list in order of registration
- New applicants, subject to assessment and availability

#### **Class Ratios:**

- AMQ and AMQS: 1 teacher per 16 students
- AWIS: Ratios depend on class size and available teachers.

#### **Admission Process:**

- The Admissions Team will contact parents when a space becomes available.
- Parents must confirm interest within 48 hours.
- If no response is received within 48 hours, the space will be offered to the next family.
- After two unaccepted offers, the child will be removed from the waiting list.
- Once confirmed, an Admission Form will be sent with a submission deadline.
- The form must be completed and returned before the deadline to secure the space. Once received, the Admissions Team will confirm the start date for the child’s class.

## **Absences:**

Parents must notify the school by email if their child will be absent:

- AMQ: [alhudauk.amq@gmail.com](mailto:alhudauk.amq@gmail.com)
- AWIS: [alhudauk.awis@gmail.com](mailto:alhudauk.awis@gmail.com)
- AMQS: [alhudauk.amqs@gmail.com](mailto:alhudauk.amqs@gmail.com)
- If a child is absent for two consecutive weeks/classes without notice, the school will contact the parent.
- Continued absence beyond three weeks without response will result in automatic withdrawal.
- Parents must give four weeks' written notice of withdrawal to [alhudauk.admissions@gmail.com](mailto:alhudauk.admissions@gmail.com).

## **Communication:**

All communication must be made by email only.

Parents are responsible for regularly checking their email for updates.

Parents must keep their contact information accurate and up to date.

## **Fee Structure:**

The academic year starts in September and is divided into three 13-week terms:

- Term 1: 1 September – 7 December
- Term 2: 8 December – 29 March
- Term 3: 13 April – 19 July

Parents are liable to pay any outstanding fees upon receiving an invoice if paying termly, or at the beginning of the academic year if paying annually.

## **Late Payment and Fee Reminders:**

A £5 sadaqah charge will apply for late payments after the due date.

After two failed reminders, a £10 late fee will be applied automatically.

After a third reminder, the school reserves the right to refuse lessons or exams until payment is received.

## **Fee Transfers and Absences:**

Tuition fees are transferable within the same course for the same student only.

Fees remain payable during absences, regardless of duration.

### **Notice of Leaving:**

Parents must give one month's written notice to both the Finance and Admissions Teams at:

- alhudauk.finance@gmail.com
- alhudauk.admissions@gmail.com

Parents must cancel any standing orders directly with their bank.

Overpayments will not be refunded if standing orders continue after withdrawal.

### **Refund Policy:**

- All fees are strictly non-refundable, regardless of reason or notice period.
- This applies to registration fees, termly fees, annual fees, and any other charges paid to the school.

### **Sibling Discount:**

- Discount on registration fee (for some services)
- £10 discount on tuition fee for each additional sibling or half-sibling

### **Payment Options:**

- Option 1: Annual payment in full
- Option 2: Termly payment in three instalments

Invoices will be sent by email from the Finance Department.

2025/2026	Class	Days	Timing	Reg Fee	Term Fee	Annual Fee
				One off payment (non-refundable)	(3 terms in the academic year)	
<b>AWIS</b>	Alhuda Weekend Islamic School	Saturday	10:00am - 1:45pm	£30	£170	£500
	Islamic Studies, 4-15 Years		SIBLINGS:	£30	£160	£475
Subjects	Islamic Studies, Hifdh, Salah (Select Year Groups) , Dua & Dhikr, Arabic Writing, Qaida & Quran (Reading Support)					
<b>AMQ</b>	Alhuda Miftah Al Quran Weekdays	Monday- Thursday	4:30pm-6:00pm or 6:10pm-7:40	£75	£180	£520
	Madrasah Classes, 5- 15 Years		SIBLINGS:	£50	£170	£495
Subjects	Qaida/ Quran Recitation, Juz 30 Memorisation, Islamic Studies, Wudu & Salah, Daily Duas					
<b>Hifz</b>	Alhuda Miftah Al Quran Sundays	Sunday	10:30am - 1:30pm	£75	£400	£1,150
	Madrasah Classes, 5- 15 Years		SIBLINGS:	£50	£400	£1,150
Subjects	Hifz & Tajweed					
<b>AMQS</b>	Alhuda Miftah Al Quran Sundays	Sunday	10:30am - 1:30pm	£30	£160	£465
	Madrasah Classes, 5- 11 Years		SIBLINGS:	£30	£145	£420
Subjects	Qaida/ Quran Recitation, Juz 30 Memorisation, Islamic Studies, Wudu & Salah, Daily Duas					

## Fee Guide

### How to Pay Your Child's Fee

#### Via Invoice (Payment Options 1 & 2)

- The first fee to be submitted along with the Admissions Form
- Once your form and payment are received, an invoice will be generated and sent via email
- Login details for payment will be shared in a separate email

#### Via Cheque (Payment Options 1 & 2)

- Cheques should be made payable to **Al Huda Welfare Foundation UK**
- Clearly write the **invoice number, student ID, and full name** on the back of the cheque
- Hand the cheque to the **Finance Department** only

#### Via Cash (Registration Fee and Payment Options 1 & 2)

- Cash payments must be made directly to the **Finance Department**
- If the department is closed, place the cash in an envelope, label it with the **student's full name, student ID, and amount**, and hand it to the receptionist during working hours
- A receipt will be issued within approximately **5 working days**

#### Additional Notes

- All fees are subject to the **current Fee Policy**
- Policies and fees are reviewed yearly and may change annually

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Email: [alhudauk.admissions@gmail.com](mailto:alhudauk.admissions@gmail.com) Phone: +44 208 599 5277

14 Wangey Road, Chadwell Heath, Romford, RM6 4AJ

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