



MIMBAR

ACADEMY & CULTURAL CENTRE

أكاديمية منبر والمركز الثقافي

F E E S A N D A D M I S S I O N S P O L I C Y

2023 / 24

I N T R O D U C T I O N

Mimbar Academy employs a wide range of policies to allow for students to excel in their study of Islam and develop into ambassadors of the religion.

The policy must be signed and accepted by both the students and parents before they begin studying at Mimbar Academy.

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F E E S & P A Y M E N T S P O L I C Y

The Fees & Payments Policy helps us to ensure that the Academy runs smoothly and efficiently. There are several fees you need to be aware of and these include tuition fees, admission fees and material fees.

You must pay your tuition fees by creating a monthly standing order with your banking company. For all other fees, you can pay via a bank transfer. Cash payments will only be accepted for Material Fees. Our banking details are below:

Bank Name: Lloyds Bank

Account Name: Mimbar Foundation

Account Number: 24967260

Sort Code: 30-84-12

Reference: Class Name - Student Name(s)

Tuition Fees

- Tuition fees must be paid before or on the date of the student's first class of each month.
- Tuition fees must be paid in full, unless there are extenuating circumstances and is agreed in advance with the Administrator or the Director.
- Tuition fees must still be paid if the students are absent from class such as going away on holiday.
- Students will be removed from the Academy if tuition fees fall behind or are not being paid on time.

Admission Fees

- The Admission Fee is £15.00 per student.
- This fee must be paid on or before the student's first class with the Academy.

Material Fees

- Material Fees are paid when you purchase books or bags from the Academy.

Note

- All our fees are non-refundable.

A D M I S S I O N S P O L I C Y

Stage One - Application

An application form is to be completed for each student that is interested to join. You may submit an application online at www.mimbar.co.uk/apply. You may also pick up a printed copy at the entrance of the Academy and hand it over to the Administrator or a teacher once completed.

Shortly after completing an application, the parent/guardian will be sent a text message confirming their application has been received and the student will be added to a waiting list.

Stage Two - Interview

When you are next in line in the waiting list and spaces are available, the parent/guardian will be sent a text message inviting them and the student to an interview with a date and time. The interview will be held by the Head or Deputy Head of Education.

The interview will include assessing the student's Qur'an reading abilities and Islamic studies to confirm which class the student is most suitable for. The interview will also include discussing our teaching methods, exams, policies, and the books the student may need to purchase to utilise for their classes. You are free to ask questions for the interviewer to answer.

The parent will need to pay the admission fee of £15.00 per student via a bank transfer. They will also need to create a monthly standing order of a fixed amount to confirm the student's place in the Academy.

Stage Three - Success

Shortly after completing the interview, the parent/guardian will be sent a text message which will contain the date of the student's first day. It may include details of books the student may need to purchase.

Date of Last Review: 13/01/2024