

NOTICE FOR STUDENT'S PARENT/GUARDIAN

IMPORTANT NOTICE: Standing Order for Madrassa Fees

Name and Class:.....-----

All parents/guardians that have a child/children enrolled in the madrassa must set up a **STANDING ORDER** with their relevant bank with immediate effect so fees will be paid automatically to the madrassa. If you have 1 or more children attending the madrassa, please ensure you set up a **SEPARATE** standing order for **EACH** child with your bank account, as they have been given their own reference number and we will be using that to match payment against your child.

The first payment date that the standing order payment must begin from is

Below are the bank details and additional info that you will need to set up the Standing Order with your bank account – **IMPORTANT: Please ensure you provide the reference number below to the bank as this is linked to you child and this will be used by the madrassa to reconcile payment each month, IF YOU DO NOT PROVIDE THIS REFERENCE NUMBER TO THE BANK, WE WILL NOT BE ABLE TO DETERMINE IF YOU HAVE PAID FEES FOR YOUR CHILD.**

- **Sort code:** 01-00-85
- **Account number:** 44357966
- **Name of Organization/Account:** HSJM (The Muslim Hanfi Sunni Association)

Reference Number: ...-----.... (Please advise your bank that you wish to set up the standing order under this reference number, this will allow the madrassa team to link the payment to your child)

- **Amount of Monthly Fees:** £25
- **Date of payment:** Payment must be made on the **3rd DATE** of each month (e.g. 3rd April, 3rd May etc)
- **Frequency of Payment:** Monthly
- **Make payments until:** It is your responsibility to cancel the standing order if your child has left or is no longer part of the madrassa

If you have any queries and would like to discuss the contents of this letter please get in touch with the madrassa

CUT HERE -----

Increase the value of your donation through Gift Aid!

YES, I would like The Muslim Hanfi Sunni Association to reclaim tax on all donations I have made within the current financial year and the previous six. I am a UK tax payer and the amount of income/capital gains tax I pay exceeds the amount that The Muslim Hanfi Sunni Association reclaims in that period.

Date: _____

Date of Birth: _____

Signature: _____