

EIS-MEADOWS TUITION FEE PAYMENT GUIDELINES

1. PAYMENT PROCEDURES

1.1 Cashiers (Cash Office- 7.30 AM TO 3.00 PM {Sunday to Thursday} except school declared holidays)

Please note that no tuition fee money should be paid in accounts office at the schools main building.

Parents must insist on an official receipt as a proof of payment.

Failure to adhere to this procedure will absolve the school from any liability.

1.2 Postal Payments: All postal payments must be addressed to the Chief Accountant, P.O. Box 120118, Dubai, U.A.E only.

Payments by cheque should be made in the name of the School only- **"EMIRATES INTERNATIONAL SCHOOL MEADOWS"**. Avoid forwarding bank notes and coins through the post.

Please note that any postal payment should include the following information:-

Student full Name, Grade Roll Number (GRN) and what the payment is for.

1.3 PAYMENT OF FEES - TO BANKS

1.3. 1. Direct deposits / bank transfers are advisable to limit the amount of cash on the School premises and directly into the bank below.

Bank Name: DUBAI ISLAMIC BANK, Account # 001520054710903, IBAN: AE25 0240 0015 2005 4710 903, Branch: Al Shoala Branch, Maktoum Street, Near: Deira City Centre, Dubai, U.A.E, P. O. Box: 1080, Dubai, U.A.E. Swift Code: DUIBAEADXXX.

Parents who have a valid student roll number can deposit fees directly into the above bank account using the prescribed (deposit slip) form available at the bank.

Note 1: Parents please note that we need two days after the date of deposit, before your account is automatically credited.

METHODS OF PAYMENT

2.1 Cash: This method of payment will be accepted only at the School Finance department Cash counter.

2.2 Cheques: Cheques must be made payable to the **Emirates International Private School - Meadows** and must be crossed. In event of a cheque being dishonored ('refer to drawer'), thereafter; a repayment of fees will be acceptable only in cash or by a bank-guaranteed cheque (post-dated cheques are not acceptable in this event).

2.3 Credit Card (Optional): Parents can also settle the fees through Credit Card payments at EISM cash counter.

2.4 Letters of Authority: Letter of authority and bursaries will be accepted only from pre-approved companies. A letter of authority applies only where fees are paid by a Parent's employer. In the event of an employer or bursar not paying, the Parent's will be held liable for fees and penalties as the official contract (registration form) is between the Emirates International School and the Parent.

Employers should supply for each student with a separate letter of authority.

The School does not involve itself in disputes between the employer and the employee.

Accounts statements will be send to both Parents and employer/donors. Payments by employers/donors should include detail list of the distribution of the total payment.

2.5 Direct Deposit/Payments: Any Parent with an official School student number can make a deposit at the bank mentioned in

(1.3) using the prescribed deposit slip which is available at the bank. Parents are to ensure a copy of the deposit slip with bank acknowledgement is faxed to: +9714-3674729/ email to manoj@eischools.ae / marcos@eischools.ae

2. FEES

3.1 The onus rests on the Parents to ensure fees are settled in a timely manner and is not reliant on the School sending statements. If Parents have not received statements two weeks prior to the due dates, please visit the Finance Department to have the latest statement printed.

3.2 The School reserves the right to alter fees discounts if any at any time without giving prior notice.

3.3 Parents can also phone +97143629009 (Ext: 215/238/213) to obtain their fee balances.