

10.10.2016

Dear parent,

Have a good day

The parents paying the fee through NETBANKING are requested to pay the exact monthly fee or in multiple of monthly fee (in case of payment for more than one month) applicable to their ward instead of paying short/ excess / round figure. Paying odd amounts unnecessary compels the school to issue notices to your wards for difference of fee and cause delay to adjust / update the fee in the system. In case you are not sure about the monthly fee applicable to your ward, you may contact at 8142801 x 228, 206, 207 and note down the fee amount payable every month.

The cutoff date for payment of fee is 20<sup>th</sup> of every month and it has to be followed. For the delayed payment, school first adjusts the late fee (if not paid) and the rest of the amount towards the fee.

You may inquire about the fee status after 2-3 days of the payment if using this facility first time and not immediately after transferring the amount as it takes few days to update in the system. Moreover it is not necessary to inquire every month if you are sure you put the correct admission number/s of your ward and followed the procedure. In case you missed to put the admission number, you may send the mail with payment details at [finance.officer@iisdammam.edu.sa](mailto:finance.officer@iisdammam.edu.sa)

Please note, this facility is only for those having the account with SABB as the other banks do not have the provision to put the admission number of the ward in transfer form.

Parents are requested to maintain the records for the payments made through net banking at their end.

Kindly follow the above guideline for smooth functioning of the system.

With regards

Finance Officer

IIS Dammam