

## **ACCOUNT PAYMENT GUIDELINES:**

The Usual Procedure of Payments at the PEPS Accounts Office will be applied.

- a. Accounts Office is open from 9:00 a.m. to 5:00 p.m. Saturday through Thursday.
- b. It is a MUST to SANITIZE your hands upon entering the villa gate.
- c. YOUR HANDS SHOULD BE SANITIZED before approaching the counter and after doing the transaction.
- d. Observe the MARKERS placed on the floor for the Social Distancing Policy.
- e. Collect or ask the examination permit with the receipt upon payment of the required amount.

### **NOTE:**

If you cannot pay at the Office due to **HEALTH REASON**, you may pay via Online Payment through the School Bank Account below.

Account Name: **PHILIPPINE EMIRATES PRIVATE SCHOOL LLC**

Bank Name: **MASHREQ BANK**

Account #: **019100321300**

IBAN: **AE740330000019100321300**

Branch: **Abu Dhabi, U.A.E.**

### **ONLINE PAYMENT PROCEDURE:**

- a. Call and ask the Accounts for the assessment of payment that needs to be settled.
- b. Email the Online Payment Receipt to [pepsabudhabi@yahoo.com](mailto:pepsabudhabi@yahoo.com) or to [angie.m@philippineemiratesprivateschool.ae](mailto:angie.m@philippineemiratesprivateschool.ae).
- c. INCLUDED in the RECEIPT MUST BE the **Student's Name, Student's Number**, and the **Grade Level**.
- d. Call the Accounts to confirm the RECEIPT they had received. Use any of the contact numbers below.

Landline: 02-6410918

Landline: 02-5858041

Mobile Number: 056-3538479

Mobile Number: 056-7491534

- e. Please take note that your Online Payment will be credited a day or two days after you did the transaction.
- f. Account will email / send the examination permit only once the online payment is already credited.