

## **ACCOUNT PAYMENT GUIDELINES:**

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

- a. Accounts Office is open from **9:00 AM TO 4:00 PM Saturday through Thursday.**
- b. It is a **MUST** to SANITIZE your hands upon entering the 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: **DOHA BANK**

Account #: **503-25007-023-0010-000**

IBAN: **AE73 0545 0325 0072 3001 000**

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. INCLUDE 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 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.