

Date: 22 January 2019

Dear Parents,

Over the years, the school has been lenient with collecting tuition fees on time. However, there has been an increasing trend of parents not paying tuition fees on time as per the due dates set by the Ministry of Education. This has become an inconvenience for the school when planning for enrollment due to the limited availability of seats in some grade levels, and an inconvenience from a fiscal point of view since the school has strict financial obligations, mainly staff salaries and benefits, school expenses, and other financial obligations. As a result, it has become necessary for the school to implement the policy set by the Ministry of Education with regards to collecting fees according to their due dates starting from **01 April, 2019**. Therefore, parents are kindly reminded to promptly make tuition fee payments as per the following information:

- 1st installment (34% of total fees): **Due by 01 September**
- 2nd installment (33% of total fees): **Due by 01 January**
- 3rd installment (remaining 33% of total fees): **Due by 01 April**
- Re-enrollment non-refundable deposit fee of KD100: **Due by 01 April**

The re-enrollment deposit fee may only be paid after all outstanding tuition fees are paid in full. Failure to do so may result in the loss of your child/children seat/s in the school for the following academic year.

The above-mentioned information and the payment policy are also available on the home page of the BBS website in the "Tuition Fees" tab under both the "Admissions" and "Quick Links" menus. Furthermore, to help remind you of upcoming payment deadlines, the school will send you reminders on email and social media channels. **However, these reminders do not free your responsibility from making payments on time since the payment policy is clear and consistent.**

For personal and detailed information about your child/children's outstanding fees, please log into the "Online Tuition Payment" gateway www.bbs.edu.kw/payment which is also available on the school's website under "Quick Links". Since all the information you require for tuition fees payments is now available online, and for an environmentally friendly and efficient process, **the school no longer sends home a hard copy statement of account.**

Payment Methods:

- BBS Online Tuition Payment gateway www.bbs.edu.kw/payment which is also available on the school website under "Quick Links"
- In person at the cashier in FAWSEC Educational Company on weekdays from 7 a.m. to 2.30 p.m.
Acceptable methods of payments: K-Net, cash, and cheques

BBS highly appreciates your understanding in this matter and thanks you in advance for your cooperation.

Sincerely,

FAWSEC Management