



Victoria English School

مدرسة فيكتوريا الإنجليزية

Phone: 06 5227770 Fax: 06 5226446 email: accounts@ves.ae

Dear Parent,

Sub: Re- registration for academic year 2021-2022 (September 2021 to June 2022)

Thank you for entrusting your child into our care this academic year. We have now reached the time in the calendar when re-registration begins.

If you wish your child to continue with us, you are requested to submit 1000 Dhs (Part of 01st Term Fees) Online / Current dated cheque accompanied by 3 postdated cheques (see payment schedule for details) before 15th January 2021.

VES is a popular and oversubscribed school. If you do not complete re-registration by the above date place for your child is not guaranteed for the next academic year as it may be assigned to new applicants.

Important Notices

- 1) **Securing Seats:** Parents must submit Dhs1000/- (Part of 01st Term Fees) Online / Current dated cheque along with post-dated cheques (as per attached payment schedule) to secure a seat at VES.
- 2) **Outstanding Balance:** any unsettled balance will mean students will not be securing seats for the next academic year even if post-dated cheques are submitted. All outstanding balance must be cleared to secure a seat.
- 3) **Special Invoice requests:** Parents requesting invoice for their employer must clearly state the requirements of that letter. Such letters take 7 working days to produce at a cost of AED 25 each. Please send invoice request to accounts@ves.ae or finance.reg@ves.ae.
- 4) **Meetings:** Meetings will be held through zoom for Health and Safety purposes from 7.30 am to 2.30 pm which can be booked in advance using the link <https://calendly.com/ves-accounts/zwa> Furthermore, urgent matters that require face to face meetings will be allowed by prior booking through <https://calendly.com/ves-accounts/f2f> from 3.00pm to 6.00pm.
- 5) **Cheque Submissions:** Envelopes are provided to submit the post-dated cheques. These envelopes can be deposited in the boxes placed in Gate No 7. Cheque deposit slip attached with the envelopes should be duly filled. Parent copy of the deposit slip on the envelope should be removed for your safe keeping before depositing the envelope.

Cheque Details

1. All cheques are payable to **VICTORIA ENGLISH PVT SCHOOL**
2. Submit post-dated cheques before 15th January 2021
3. All cheques dates must be dated as the attached schedule