

Lebanon Evangelical School for Boys and Girls

Loueizeh - Baabda - Lebanon
P.O. Box 108 Hazmieh
Tel : 05 924 090/1
Fax : 05 924 089
email : admin@lesbg.com
http://www.lesbg.com



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Important

What to do when you have to schedule fees.

Many of you will be used to the system that we employ in this school to schedule payment of fees over the year. This document is NOT for you, it is rather for those of you that have never done this before and need some guidance. It may also serve as a reminder to many people. I hope it helps.

First (MANDATORY) : Check that we have all your Family Details correct on our database. Someone will help you to do this.

Second (MANDATORY) : Decide if you want to use the school bus or not. If you decide to use the bus then you will need to meet with Mr. Rony Hayek who will give you guidance as to which bus route you will be on and what it will cost you. This will all be written on a special form.

Third : Visit Mr. Fred Belman, one of the Financial Advisors that we work with. Mr. Belman has put together a package that will help you provide the money needed to send your child to University. If you do NOT want this service just ask Mr. Belman to sign your form.

Fourth : Pay your Rental and Stationary fees to School Business Services representative.

Fifth : Make the resource payments to Mr. Nadim Dahdah.

Sixth (finally!) : Fee payment scheduling with Mrs. Rania Abou Eid. Ms. Abou Eid will tell you what your total fees due for the year are. This will include all the following :

School Fees + Annual Non-Refundable Deposit + Resource + Bus Fees - Financial Aid

Once she has this total she will schedule it and issue you with Bank slips. One of the new innovations that we are hoping to introduce this year is the option to have all your bank slips for the year issued at the same time.

Once you have the bank slips, all that remains is for you to pay them at the bank.