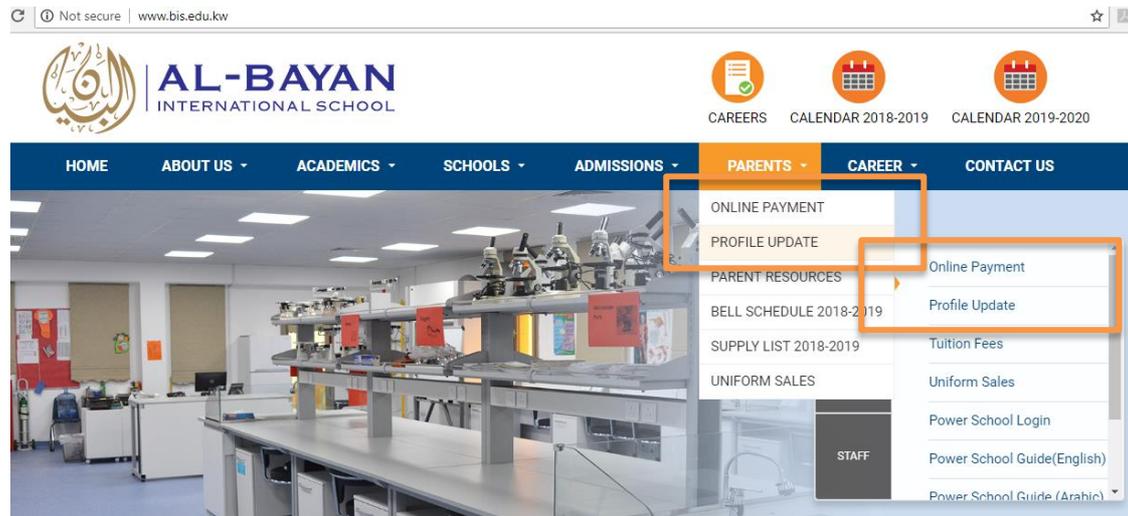




5 September 2018

Dear BIS Parents,

We are pleased to announce the launch of BIS's family profile update and online payment services on our website (www.bis.edu.kw):



These services allow you to do the following:

1. View/edit your family profile information online
2. View the tuition statement of account online
3. Pay various fees (tuition, transportation fees, and deposits) online via K-NET service

Your username and password must be known in order to complete these transactions. Your username and password can be found at the bottom of the attached Statement of Account. For inquiries, please call us at 22052855 / 22052800. The same credentials are used to login to both the "Online Payment" and "Profile Update" sections.

UPDATING YOUR FAMILY PROFILE

1. Click on "Profile Update" under the "Parents" tab on our website. You can also log into your profile tab directly from the payment screen if you are already logged into your account.
2. Enter the user name and password that you received from our office.
3. This will direct you to the "Family Profile Update" tab. Follow the prompts to update your family details and contact information. It is important that we have your updated information at all times to ensure smooth communication between the school and your family. Email address should also be updated before making any online payments.

STATEMENT OF ACCOUNT PAYMENT **FAMILY PROFILE UPDATE**

Family Profile Update

Father Information Mother Information Children Information Address Details Emergency Contacts

> **Father Information** Steps 1 - 5

Code Title Alumni
 Full Name in English
 First Name Middle Name Last Name
 Please enter your Middle Name

- To submit your changes, click on “Final Step” button at the bottom of the last screen.

ACCESSING ONLINE PAYMENT AND STATEMENT OF ACCOUNT

- Click on “Online Payment” under “Parents” tab on our website.
- Enter the user name and password that you received from our office.
- You will log into the “Payment” page where you will be able to pay various due fees under relevant tabs. Please note that each type of fee **MUST** be paid separately on each tab. To pay the fee, click on the relevant tab, enter the fee value and click on “Pay Now”.

STATEMENT OF ACCOUNT **PAYMENT** FAMILY PROFILE UPDATE

Payment

For the Academic Year 2018/2019
 Father ID
 Father Name

Please note that each type of fees listed in below tabs **MUST** be paid separately.

Fee Tabs → Tuition Fees Transportation Fees Deposit/ Advance Amount Newly Registered Students

S. NO.	STUDENT ID.	STUDENT NAME	GRADE	OPENING BALANCE	INSTALLMENT 1 DUE AMOUNT	INSTALLMENT 2 DUE AMOUNT	INSTALLMENT 3 DUE AMOUNT	TOTAL DUE	PAY AMOUNT
1			GRADE 7	0.000 KD	0.000 KD	0.000 KD	0.000 KD	0.000 KD	Enter amount
								TOTAL DUE	0.000 KD

The above table only shows the DUE amounts. To view full amounts in detail, please refer to your [Statement of Account](#)

GRAND TOTAL KD **Pay Now**

Before proceeding with any payment:

- Make sure that you have updated your email address in the “Family Profile Update” page since all online receipts will be emailed to your registered email address.
- Read the notes at the bottom of the screen page under each tab.

4. The “Tuition” page tab only shows the DUE amounts as per the latest updated balance. For a more detailed view, please refer to your “Statement of Account” by clicking on the relevant tab and then clicking on “View Statement”:

STATEMENT OF ACCOUNT PAYMENT FAMILY PROFILE UPDATE

Statement of Account

For the Academic Year 2018/2019
Father ID
Father Name

S. NO.	STUDENT ID	STUDENT NAME	STATUS	STAGE	GRADE	
1			ENROLLED	MS	GR7	VIEW STATEMENT

Click here

If you require any assistance with any of the above, please contact the Admissions Department at 22052855 / 22052800.

We hope that you will benefit from the convenience that this service provides.

Best regards,

BIS Administration