



INTERNATIONAL INDIAN SCHOOL - JEDDAH

المدرسة الهندية العالمية - جدة

CIRCULAR
(Revised)

IIS/JED/PRL/2025-26/33

Date: July 3, 2025

Subject: Fee Payment Facility and Office Hours During Summer Vacation 2025

Dear Parents,

Please be informed that the Administrative Wing, including the Fee Counter at the Boys' Section, will remain operational on a standby basis during the summer vacation. This arrangement is intended to facilitate fee remittance and to provide support for other essential administrative matters.

The Fee Counter will be open from 9:00 AM to 2:00 PM, from Sunday, July 6, 2025 to Thursday, August 21, 2025. Additionally, the online payment gateway will remain accessible 24/7 for your convenience.

Please note that this circular supersedes the previously issued Circular No. IIS/JED/PRL/2025-26/32 dated July 1, 2025, which had announced the closure of the Fee Counter during the vacation period.

The general office hours during the summer break will be from 09:00 AM to 5:00 PM.

Thank you for your continued cooperation.

(Dr. Mohammad Imran)
Principal



Copy to:

- VP-GS
- VP-BS – i/c
- COE
- FO
- AO
- All HMs & HM In-charges
- Supervisor – KG
- Office Superintendent
- System Administrator
- Accounts / Estate / Transport Section
- All the Students
- School Website / School WhatsApp Channel / Help Desk
- SMC for information

UNDER THE PATRONAGE OF EMBASSY OF INDIA , RIYADH
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