ST. MARY'S CATHOLIC HIGH SCHOOL
P.O. Box: 52232, DUBAI - U.A.E.
Tel. : +(971) 4 3370252 E-mail : maryscol@emirates.net.ae
Fax : +(971) 4 3368119 website : www.stmarysdubai.com

مدرسة القديسة مريم الكاثوليكية الثانوية
ص.ب. ٥٢٢٣٢، دبي – الإمارات العربية المتحدة
هاتف : ٣٣٧٠٢٥٢ ٤ ٩٧١+ بريد إلكتروني : maryscol@emirates.net.ae
فاكس : ٣٣٦٨١١٩ ٤ ٩٧١+ موقع ويب : www.stmarysdubai.com

OUR REF : .....

TRN : 104153998000003

Wednesday,26 August 2026

To: ALL Parents of students from Year One to Year Thirteen
Notice for Collection of School Fees and fee-related matters

Dear Parents and Guardians,

This is to inform you that we have opened the payment of school fees for the upcoming academic year. The 1st term fees can be paid from 26th August 2026 up to 25th September 2026.

The fee details are given on the school website.
https://www.stmarysdubai.com/admission/khda-approved-fee/

Accepted Payment Methods

1. **Payment through Skiply App** – Please follow the steps mentioned in Skiply Payment Guide. Kindly note that Skiply is a payment gateway and it will not show reducing balance of the fee for the student.

2. **Payment through Zenda App –** Please follow the stepwise instructions mentioned in the guide given on the school website.
https://www.stmarysdubai.com/parents-guide/

3. **Company Cheques** - In favour of ST MARY CATHOLIC HIGH SCHOOL DUBAI. Please mention the SIMS Student Registration Number, Name, Year & Section of the student, behind the cheque leaf.

4. **Manager's Cheques -** In favour of ST MARY CATHOLIC HIGH SCHOOL DUBAI. Please mention the SIMS Student Registration Number, Name, Year & Section of the student, behind the cheque leaf.

5. Details of Bank Transfer -

Bank Name : THE NATIONAL BANK OF RAS AL-KHAIMAH
Account Name : ST MARY CATHOLIC HIGH SCHOOL DUBAI
Account Number : 0183378610001
IBAN Number : AE490400000183378610001

Please send the transaction details through email to fee-smchs@smgeducation.org.

Kindly mention the SIMS Student Registration Number, Name, Year & Section of the student.
To get the SIMS Student Registration Number, please send an email to:
fee-smchs@smgeducation.org

NO PERSONAL CHEQUES WILL BE ACCEPTED
NO CASH DEPOSITS OR CHEQUE DEPOSITS SHOULD BE MADE DIRECTLY TO THE SCHOOL'S BANK ACCOUNT

YEARS 2-13 (Adjustment of the Re-registration fee of AED 500: Please note that we are currently working with Skiply to have this integrated and therefore you will shortly see an adjusted amount showing the deduction of AED 500 in the second term fee amount. Please note that it is not currently reflected as we are still working with Skiply on this matter.

WINDOWS FOR PAYMENT OF FEES

TERM ONE	26th August – 25th September 2026
TERM TWO	1st December to 31st December 2026
TERM THREE	1st March to 31st March 2027

What happens when fees are not paid within the payment window?

Fees that are not paid within the payment window are considered outstanding. When there are outstanding fees, the school will not issue any documents or report cards or examination answer scripts until ALL outstanding dues are cleared.

Can re-registration fees be paid when there are outstanding fees?

Re-registration for the following academic year cannot be done when there are outstanding fees. Even the re-registration fees are paid when there are outstanding dues, these will not be considered as re-registration and will be adjusted towards the outstanding fees.

Please remember that as a Not-for-profit school, Saint Mary's Catholic High School, Dubai can only be sustainable with the timely payment of fees. We value our partnership with our families and respectfully request that ALL fees be paid within the designated fee payment window.

Yours sincerely,

Mr. Paul Asir Joseph
(Principal)