



# St Columba's School Bayswater

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13 February 2020

To Parents and Caregivers

## RE: Tuition Statements

The tuition statements will be emailed directly to your email addresses by Friday 14 February 2020.

The roll-out by CEWA of a new 'Administration of Schools' software package, means we will be administering your school fees differently to previous years. Please note the following:

- The fees will be in a different format to previous years.
- Key change 1 - A new BPay reference number. If using BPay, please note this change and use the new number on your schedule.
- Key change 2 [Section 1 – Payment Option Advice Form]– Payment Authorisation form will offer 6 options for fee payment. Please tick the instalment option you have selected and tick the payment method.
- Key change 3 [Section 2 – Payment Agreement]– For direct debit on credit cards, please complete the credit card authorisation section.
- Key change 4 [Section 2 – Payment Agreement]– For debit cards [cheque and savings] please complete the direct debit authorisation.
- **PLEASE NOTE – Existing Direct Debits already set up by families will be continued. You do not need to action or complete the payment Authorisation Form at this current time.**
- Key change 5 - [Section 3 – Declaration]- Please sign the declaration, acknowledging that the account with St Columba's School will be paid in full by 30 November 2020. Please note, there is a section that asks for parent commitment and if at any stage you need support in school fee payments to contact Peta Santella on 9208 2705.
- Key change 6 – The Payment Authorisation Form must be completed by 28 February 2020. You can return either hard copy to the office or return via email to [admin@stcolsbays.wa.edu.au](mailto:admin@stcolsbays.wa.edu.au).

**Any payments paid after 31<sup>st</sup> January 2020 will NOT show on your statement but will be processed to your account accordingly.**

*Thank you for your continued support with the payments of school fees in 2020.*

Yours sincerely

Art Lombardi  
Principal