



LORETO HIGH SCHOOL BEAUFORT RATHFARNHAM, DUBLIN 14

Telephone: (01) 4933251 Email: bursar@loretohighschool.com
Web: www.loretohighschool.com

14TH June 2018

Dear Parents/Guardians,

Please find attached your School Fees Invoice for 2018/2019

1 st Year	Transition Year	2 ND & 5 TH Years	3 rd Years	6 th Years
Fee: €3900.00	Fee: €3900.00	Fee: €3900.00	Fee: €3900.00	Fee: €3900.00
Deposit - €500.00	T.Y./ECDL. €500.00	Parent As. €10.00	Mock Exams 120.00	Mock Exams €110.00
Parents As. €10.00	Parents As. €10.00	Due: €3910.00	Parents As. €10.00	Parents As. €10.00
Due €3410.00	Due : €4410.00		Due: € 4030.00	Due: €4010.00

Discount for sisters where applicable will be included in your invoice.

Please refer to your invoice for amount payable.

Payment Options.

- Yearly:** Full amount payable by 7th September 2018
Half Yearly: 50% by 7th September 2018 and 50% by 10th January 2019
Monthly: 8 equal payments to be paid by 2nd working day of each month commencing 4th September 2018 and ending 2nd April 2019

Direct Debit

Only available for monthly payments. Eight equal payments commencing 4th September 2018 and monthly thereafter on the 2nd working day of each month ending 2nd April 2019

If you were paying by direct debit last year that will be automatically continued unless you notify me in advance of 27th July 2018. If you wish to commence Direct Debit payments please download Direct Debit Mandate from the **School Payments** Section on our website and return to me before 27th July 2018.

Preferred option if not paying yearly or half yearly

Other Payment Methods

- Online:** Payment can be made by **Debit Card** on www.loretohighschool.com in the School Payment Section.
- Bank Transfer:** Payments can be made directly to our Bank. Our bank details are on our website. **Please quote your Loreto account reference on any transfer. NOTE: NEW BANK DETAILS ON ATTACHED SHEET.**
- By Phone:** Please call the Bursar on 01 4933251 and payment can be made by **debit card**.
- Cash/Cheques:** Directly to school. **(Please see attached note regarding Cash & Cheque payments)**

The school has an online payment facility. Even if you do not intend using the online system for fee payments we would ask that where possible you use it for other payments, school trips, extra study etc. To that end we would ask you to activate your account now by going to the School Payments section on the school website and click on "ACTIVATE ACCOUNT" This will ensure you will receive receipts by email for all payments made online or otherwise. If you have any queries please do not hesitate to contact me on 01 4933251 or bursar@loretohighschool.com

Yours Sincerely,

Francis Palmer
Bursar