



## IMPORTANT NOTICE REGARDING SCHOOL PAYMENTS

The school is currently in the final phase of a project to reduce cash and cheque payments both in to and out of the school. We are asking you to please consider paying school fees by direct debit. For 2020/2021 the total amount of your invoice is spread equally over **10 months** commencing September and ending June. Payments are taken on the 2<sup>nd</sup> working day of each month.

**There is no extra charge for paying by direct debit.**

A direct Debit Mandate form is attached. A copy is also available in the School Payments section on the school website [www.loretohighschool.com](http://www.loretohighschool.com)

We would appreciate it if you could take the time to consider paying by direct debit.

If you do decide to pay by Direct Debit please return the form to me **before 24th July 2020**

Should you have any queries please do not hesitate to contact me.

(If you were paying by direct debit last year there is no need to complete a new form unless you have changed bank since April 2020)

Other Fee Invoice payment options are outlined in the fee letter.

Other than Direct Debit, payments can be made as follows:

### **School Website:**

You can pay in the School Payments section on the school website using a Debit Card.

### **By Phone:**

You can pay by debit card over the phone by calling **01 4933192 (Direct Line)**

### **Directly into our Bank:**

You can pay by Internet Banking into our bank account (Please quote your Loreto A/C reference)

Our Bank Details are: AIB Bank. Main Street, Rathfarnham, Dublin 14

Account Name: Loreto High School, Beaufort

IBAN: IE73 AIBK 9332 9511 5489 51

BIC: AIBKIE2D

We would appreciate it very much if you could use any of the above for the payment of fees, school trips, after school study and any other payments which need to be made during the year.