



16TH June 2021

Dear Parents/Guardians,

Please find attached your School Fees Invoice for 2021/2022. The school fee for this year remains unchanged. Extras and sibling discounts where applicable appear on your invoice.

DIRECT DEBIT PAYMENT

We have decided to continue for a further year to operate the Direct Debit option over **10 months** as opposed to the normal 8 months. Payments will be taken on the 2nd working day of each month commencing on 2nd September 2021 and ending on 2nd June 2022.

If you are not already doing so please consider paying by Direct Debit. There is no extra charge for paying by Direct Debit and the payment is spread over 10 months. A Direct Debit form is included in this email and also available in the school payments section on www.loretohighschool.com Completed forms should reach the Bursar before 22nd July 2021.

If you were paying by direct debit last year there is no need to complete a new form unless you have changed bank account since your last direct debit payment.

The only other payment options available are outlined below:

- Yearly:** Full amount payable by 10th September 2021
Half Yearly: 50% by 10th September 2021 and 50% by 14th January 2022
Monthly: **8 equal payments** to be paid by 2nd working day of each month commencing 2nd September 2021 and ending 4th April 2022. Payment to be made on school website, directly into our bank, by standing order or by phone.

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 your invoice and also our website. **Please quote your Loreto account reference on any transfer.**
- By Phone:** Please call the Bursar on 01 4933192 (Direct Line) and payment can be made by **debit** card.

The school has an online payment facility. Even if you do not intend using the online system for fee payments we would ask that you use it for other payments, school trips, extra study etc.

*****(Incoming 1st Years can activate account from 16th July 2021)*****

If you have any queries please do not hesitate to contact me on 01 4933192 or bursar@loretohighschool.com

Yours Sincerely,

Francis Palmer
Bursar
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