



Immaculate Conception School

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Fax: 250-964-9465 ■ email: icsoffice@cispg.ca ■ www.icschool.ca

February 4, 2020

Dear Parents and/or Guardians,

We are again asking that you fill out the form below indicating which option for making tuition and school supply fee payments that you would prefer to use for the 2020-2021 school year. If you are new to our school or wish to change your information, we will send the appropriate form home for you to fill in and return, once we know which option of payment you have chosen.

Please note: Even though you have filled out the forms in previous years, we need your signature each year to authorize the payments. Please note that this year, as per Canada Revenue Agency requirements, we require your full legal name, including middle initial/s. Please sign and date this form under your preferred payment option for 2020-2021 school year.

Thank you for your continued support of using our payment options!

<p>Pre-authorized debit payments – you can register your account with the bookkeeper for automated monthly withdrawals on either the 1st or the 15th of each month. Fill out the <i>Payer's Recurring Agreement</i> form and submit to the office or -</p> <p>Please use same Bank account as 2019-2020 School Year SIGNATURE _____ \$ _____ Date _____</p>
<p>Recurring monthly credit card payments (Visa or MasterCard) – we can automatically bill your fees directly to your Visa or MasterCard on a recurring monthly basis, either the 1st or 15th. Fill out the <i>Payer's Recurring Agreement</i> form and submit to the office or -</p> <p>Please use same card number as 2019-2020 School Year SIGNATURE _____ \$ _____ Date _____</p>
<p>In school payments – you can come into the school when needed to make a payment on your debit, Visa or MasterCard at any time the school office is open.</p>
<p>Online payments – Using the school website, you can make an online Visa or MasterCard payment at your convenience.</p>
<p>E-transfer-send payment to icsaccounting@cispg.ca. Please leave a comment in the comment section so the bookkeeper will know where to apply the charge.</p>
<p>Post-dated cheques - you may still make your payments by leaving post-dated cheques at the office, or making cash payments with the office.</p>

Any billing inquiries can be directed to the office staff, or you can email Helen, the bookkeeper, directly at hpittet@cispg.ca.

Full Legal Name of Both 1:
Parents/Guardians 2:

Parent Email Address: _____

Student(s) Names: _____

Signature: _____