



Immaculate Conception School

3285 Cathedral Avenue, Prince George, BC, V2N 6R4 ■ Phone: 250-964-4362
Fax: 250-964-9465 ■ email: icsoffice@cispg.ca ■ www.icschool.ca

February 2, 2021

Dear Parents and/or Guardians,

We are again asking that you fill out the form below indicating which option for paying tuition and school fees that you would prefer to use for the 2021-2022 school year. If you are new to our school or wish to change your payment information, please request the change at the office and we will send the appropriate form home for you to fill in and return.

Please note: Even though you may 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 mandate, *we require your full legal name, including middle initial/s.* Please sign and date this form after choosing your preferred payment option for 2021-2022 school year.

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

	<p>Pre-authorized debit payments – you can register an 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 2020-2021 School Year SIGNATURE _____</p> <p>\$ _____ Date _____</p>
	<p>Recurring monthly credit card payments (Visa, MasterCard or Amex) – we can automatically bill your fees directly to your Visa or MasterCard, either the 1st or 15th, on a recurring monthly basis. Fill out the <i>Payer's Recurring Agreement</i> form and submit to the office or -</p> <p>Please use same card number as 2020-2021 School Year SIGNATURE _____</p> <p>\$ _____ 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. This option is currently suspended due to Covid-19 Health and Safety Protocols.</p>
	<p>Online payments – you can make an online Visa, MasterCard or Amex payment at your convenience from the school website, icschool.ca, under the Pay Online tab.</p>
	<p>E-transfer-send payment to icsaccounting@cispg.ca. Please leave a message in the comment section regarding where to apply the charge. For example, messages can read as tuition, spring and fall fees etc.</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: