



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD

AN ENGLISH
EDUCATION,
A BILINGUAL
FUTURE

UNE
ÉDUCATION
EN ANGLAIS,
UN AVENIR
BILINGUE

swlauriersb.qc.ca

June 20th 2016

Dear Parent / Guardian,

SUBJECT: NEW - Online payments

The Sir Wilfrid Laurier School Board is pleased to announce that it is now possible for you to pay school fees online with most major banks. Currently the service is available with Desjardins and Banque Nationale. Throughout, August and September other banks will become available, we will keep you informed as this happens.

Presently, your invoice and statement of account includes an individual reference number just under the summary of amounts to pay. This reference number consists of 19 numeric and alphanumeric digits beginning with the letters **ES**. Each parent will be given a unique individual reference number and must use that number when paying online in order to have the payment applied correctly. Also, receipts and government tax slips will be issued to the individual who makes the payment.

When you log on your bank's online payment feature you will see *Sir-Wilfrid-Laurier School Board – Student Fees* as the payee. Enter your individual reference number starting with the letters **ES**. Do not enter any spaces. Please note that using a supplier other than Student Fees as the payee such as Taxes (school taxes may also be paid on-line) will result in payment delays.

Please note that it will take 3 to 5 business days for payments to be processed through your bank. Please keep a copy of the payment confirmation for your records.

For more information, please contact the Secretary at your school.

Sincerely,

Eric Ruggi –
Principal Souvenir Elementary School

