

Dear Parents / Guardians:

As this year winds down, preparations for next year are well underway with the collection of 2018-2019 student fees starting now. In order to deal with the large volume of transactions we are collecting the fees over a period of time starting now and continuing to September.

“Student Fees” are in addition to the capital building fee paid at the time of registration, the parent participation fee due in August, and monthly tuition. Student fees cover required items such as uniforms, consumables, class fees, etc. as well as optional items such as yearbooks, uniform sweaters, and hoodies.

This year we are moving to an online system for calculating student fees (see instructions below). Payment can be made via email money transfer or you can come into the office with cash, cheque, or to pay by debit until the school office closes on July 6, and starting again when the office re-opens on Monday, August 20. Please pay your student fees by the first day of school.

If you have any questions about the new online process, please contact the office at (250) 762-2730.

Instructions:

1. Go to [www.immac.payschoolfees.net](http://www.immac.payschoolfees.net)
2. Create an account for your family by following the “Click Here to Register” link under the login box and enter the information requested. You will be asked to create a User ID and password. When finished, click the “Register Now” button.
3. Once you create your account you will see a welcome screen. Add your student(s) by clicking the “Students” button. Enter the first name, last name, grade for **2018-2019**, and select grade for **2018-2019** from the drop-down Select Class field, then click “Insert”. To add more than one student, click the “Add New” button.
4. Once your students are added,
  - a. click on ORDERS on the top menu bar and select Student Orders *or*
  - b. click the “Order” button found near the student’s name on the screen
5. Complete a student fees order form for each of your children.
6. Please read the description for each item carefully to determine which items you need to select. After clicking the items, click the “Update Order & Proceed” button at the bottom of the page.
7. On the next screen it will say, “Order has been saved for <name of student>.”
8. You can pay
  - a. By credit card online *or*
  - b. Print the remittance form and pay by
    - i. email money transfer to [tsturgeon@cisnd.ca](mailto:tsturgeon@cisnd.ca)
    - ii. cash
    - iii. cheque
    - iv. debit at the office

*If you are unable to print the remittance form at home, please be sure that when you send your payment it is clear for whom you are paying.*