



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

SUBJECT: Online payments

Dear Parent,

The Sir Wilfrid Laurier School Board is pleased to announce that it will now be possible for you to pay certain school fees online with most major banks.

Your invoice and statement of account will include an individual reference number just under the summary of amounts to pay. The reference number consists of 19 numeric and alphanumeric digits beginning with the letters **ES**. Each parent will be given a unique reference number and *must* use this number when paying online in order to have the payment applied correctly. Also, receipts and government tax slips, such as relevé 24, arts or fitness receipts, will be issued to the individual who makes the payment.

When you log on your bank's online payment feature you will need to add **Sir-Wilfrid-Laurier School Board – Schools/Student Fees** as a payee. When setting up your payee, you will enter your unique reference number starting with the letters **ES**. *Do not enter any spaces.* Reference numbers are different for each child. **Parents must make separate payments for each individual child.**

Please note that it will take 3 to 5 business days for payments to be processed through your bank.

For more information, please contact the Secretary at your school

