School Fees will be invoiced each term and sent home in the eldest child’s school bag. Payment will be due at the beginning of each term (Jan, April, July, Oct). The School will accept payment by Bpay, direct debit by savings or credit card, eftpos (sorry no cash out), Mastercard or Visa, Cash or Cheque (Made payable to Our Lady of the Way School).

We would like to encourage each family to use either Bpay or ‘Periodic Payment by Credit Card’ or ‘Direct Debit from a Savings account’ to pay your school fees. These facilities are a great way of paying for your school fees and are an efficient way for the office to process your payments.

**Paying by Bpay**: - If you elect to pay using Bpay, your Bpay biller code & reference numbers will be printed on the top right hand corner of your school fee account. (Minimum payment is $50.00)

**Periodic payment by credit card**: - If you elect to pay by ‘periodic payment’, please complete a ‘periodic payment by credit card’ form and return to the school office before 2nd December 2011. Forms can be downloaded from our website [www.ourladyoftheway.qld.edu.au](http://www.ourladyoftheway.qld.edu.au) or from the school office. *Please note: a new ‘periodic payment’ form needs to be completed each year.*

**Paying by direct debit** – If you elect to pay by direct debit please complete a direct debit form and return to the school office before 2nd December 2011. Forms can be downloaded from our website [www.ourladyoftheway.qld.edu.au](http://www.ourladyoftheway.qld.edu.au) or from the school office. *Please note: a new direct debit form needs to be completed each year.*

**Paying by Savings Card or Credit Card**: - Call into the school office with your remittance slip and swipe your card. *(American Express is not accepted)*

**Paying by cash and cheque**: - If you elect to pay by cash or cheque please send it with your remittance slip (from the bottom of your school fee account) in a sealed envelope with your child’s name and class on the front and marked “school fees”.

*If you have any questions regarding School Fees, please contact the Finance Secretary Helen Low at the school office on 3285 2977 (Option: 3)*