

2010 Fees Invoicing Information

An account will be sent at the beginning of the year for your son's resource fee, ID card, diary, retreat fee, sports fee, Y7&8 camp fee and Y9&10 education outside the classroom activity charge. The ID card and diary are compulsory and students need them on the first day. They must be paid for before they are issued.

Payment may be made by cheque, cash, EFTPOS, credit card or automatic payment (AP).

Please make cheques payable to St Bernard's College.
Receipts will be issued for all payments.

Also enclosed are an **automatic payment form** and a form for calculating automatic payments. You can pay an amount each week or fortnight towards all your fees even if you do not know the total amount due. Your payments will be put towards the fees (eg NCEA and even uniform) as they arise.

For help with your forms and / or payments please ring the College 560-9250 extn 861.

Curriculum fees depend upon your son's choices. These fees will be billed in February when subjects are confirmed. An information sheet on curriculum fees is enclosed.

Accounts for the NZQA **National Qualifications Framework** (NQF) including NCEA will be sent later in the year.

Automatic Payments

Automatic payments help to spread your payments in regular amounts over several weeks.

An AP form is enclosed for your convenience.

Student's name _____

Ensure your son's surname, first name and home phone appear in the boxes on the bottom of the AP form.

How to calculate your regular payment (maximum of 40 weeks).

Write in the total from the enclosed invoice	A
Add any amounts you think you'll have to pay (eg Curriculum fees, NZQA)	B
Subtotal	C
Deduct money for ID card and Diary (payment required in week one). Your son must take this \$10 to the main office to ensure he receives them.	-\$10.00
Total to pay though APs (C -\$10)	D
Divide the amount in Box D by the number of payments you wish to make (max 40 weeks or 20 fortnights)	E

Write the amount in Box E in the "Fixed Amount" box on the AP form

Complete the rest of the AP form and send it directly to your bank.

Ring us on 560-9250 x 861 for help in completing the AP form

Keep this form for your records.