



Saint Vincent Elementary

St-Jacques Centre
4881, rue St-Jacques
Laval (Québec) H7C 1G6
T 450 680-3055
F 450 665-6896

Concorde Centre
3000 boul de la Concorde
Laval (Québec) H7E 2B6
T 450 680-3056
F 450 661-3199
stvincent.swlsb.ca

AN ENGLISH
EDUCATION,
A BILINGUAL
FUTURE

UNE
ÉDUCATION
EN ANGLAIS,
UN AVENIR
BILINGUE



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD
www.swlauriersb.qc.ca



SUBJECT: Online payments

Dear Families,

It is possible for you to pay your 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, 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 by using the **key word "Laurier"**. 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 therefore we recommend that a separate payee be made available in your bank account when making a payment. (Example: if you have 3 children, there should appear 3 separate accounts for the same payee, each having a different reference number.)

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 School Secretary.