



Holy Family Academy Catholic School

BANK PAYMENTS 2020-2021

Dear parents.

The following is the procedure to follow to pay school fees directly in the bank or online and how to report them to the school.

Please read them carefully and help us improve our system and processes so we can keep accounts clear and up to date in a better way.

When doing your payment:

1. Please indicate the full name of your child in the "notes" section of your online banking, or with the bank teller when depositing directly in the bank.
2. Get a copy of the confirmation of your payment, either a screenshot when online banking or a receipt when depositing in the bank.
3. Send the payment confirmation to dianafernandezhfa@gmail.com

* Please make sure following information is visible and clear:

- Name of the BANK AND THE ACCOUNT used to make payment.
- Name of the student.
- Total amount paid.
- Date

BANK ACCOUNTS:

Scotiabank

Direct Deposit and Transfer

Account Name: Holy Family Academy

Account Number: 755780

First Caribbean International Bank

Transfer Only

Account Name: Holy Family Academy

Account Number: 10362359

NOTE: If your bank account belongs to different bank, please make a direct deposit to **Scotiabank**.

Thank you,
Diana Fernández

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