



Holy Family Academy Catholic School

UNIFORM ORDER INSTRUCTIONS 2020-2021

HOW TO PLACE MY UNIFORM ORDER:

1. Download the Uniform Order
2. Fill in your child information, choose the size from the list and type the quantity of your item.

The form will automatically calculate the total amount to pay.

3. Save your file and send it by email to dianafernandezhfa@gmail.com as an attachment together with your payment confirmation.

All orders must BE PAID IN FULL.

4. Once your order is accepted and completed, the school you will let you know the date and time to pick your order up.

Please be aware that if the file is not filled in properly, is incomplete or payment is not attached, your order WILL NOT be accepted.

NOTES:

- Please send the actual Excel file via email, DO NOT share it on Google Drive.
- DO NOT use a different file or modify it.
- DO NOT send pictures of your order.

Thank you,
Diana Fernández

www.hfa.catholic.tc

14 Farm Lane. Providenciales, Turks & Caicos Islands, B.W.I
Tel: 1(649)941-7875 e-mail: holyfamilytci@gmail.com



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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