



## BALMACEWEN INTERMEDIATE

11 February 2020

Dear Parents and Caregivers

The school account for Term 1 will be emailed today. If you do not receive a *Request for Payment* via email please email [kballantyne@balmacewen.school.nz](mailto:kballantyne@balmacewen.school.nz).

Accounts will then be emailed at the beginning of each term.

### **PAYMENT OPTIONS:**

**On-line/Internet Banking** – Account number **06 0901 0397455 00**. Please use your child's name and room number as the reference. If you are not paying the full amount, please indicate which items you are paying.

**Automatic Payments (AP)** – Account number **06 0901 0397455 00**. Please use your child's name and room number as the reference. This will need to be set up via your bank.

**Cash** - payments can be made to the school office. Please ensure all payments are in an envelope with your child's name and room number and which items are being paid clearly stated.

We **DO NOT** have EFTPOS facilities.

### **BILLING:**

The following items on the Term 1 account are for the **full year** and will not be charged each term:

Resource Donation - Athletics (not Rooms 7, 8, 13) - Technology Materials - Camp

The remaining items are activities/trips that your child will undertake in Term 1. Activities/Trips will be billed on a Term by Term basis.

### **EXTRA CURRICULAR ACTIVITIES:**

Extra Curricular activities will be added to your child's account but **cannot** be paid off as part of an automatic payment and must be ***paid in full before your child can participate*** – e.g. music and sport. We want all students to be able to participate in extra curricular activities, so if payment by the due date is a barrier please contact [kballantyne@balmacewen.school.nz](mailto:kballantyne@balmacewen.school.nz).

### **OUTSTANDING DEBTS/CREDITS:**

Unpaid items from last year will show on this request for payment.

If your account had a credit balance at the end of last year, this amount **has** been deducted from this year's account.

If you have any queries regarding your account please contact the school office.

Regards

Keri Ballantyne  
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*Learning is forever*