

EMAIL ADDRESS FOR FEES

IMPORTANT- PLEASE ENSURE YOUR CONTACT DETAILS, INCLUDING YOUR EMAIL ADDRESS FOR FINANCIAL CORRESPONDANCE IS UP TO DATE AT ALL TIMES.

Below is an extract from the senior accountant with BCEC detailing the fact that school fee invoices, statements and related financial data should now be forwarded to parents via email and not be delivered to children to take home of an afternoon. Please read the extract for further information.

"We have received advice from BCEO's Legal Counsel that the third option (sending statements home via the children) is not appropriate. Unfortunately, this option of delivering fee statements via a student does not guarantee the fee statement etc will be delivered to the person it is addressed to and consequently may contravene privacy legislation. Therefore, could we please request all schools review their processes to ensure fee statements, collection letters and any financial information provided to parents, are only delivered by mail or email."

With this in mind and in order to be able to send statements etc via email the school requests that you ensure your email address is always current.

In all cases, we require the email details, addresses etc for both parents.

Please Note:-Finance details can only be emailed to one person, unless fees are split between parents.

Please complete the following form, indicating which email you would like your finance information sent to.

PLEASE FILL IN ALL THE DETAILS BELOW AND RETURN TO THE SCHOOL OFFICE

STUDENT/S NAMES:.....

PARENT / CARER 1		PARENT / CARER 2	
NAME		NAME	
EMAIL		EMAIL	
Email for Finance	Yes / No	Email for Finance	Yes / No
ADDRESS		ADDRESS	
Street		Street	
Suburb		Suburb	
State		State	
Postcode		Postcode	
POSTAL ADDRESS		POSTAL ADDRESS	
Street		Street	
Suburb		Suburb	
State		State	
Postcode		Postcode	
MOBILE		MOBILE	