

Instructions for Parents – School Tuition and Fee Payment with RBC Royal Bank Online

RBC Royal Bank clients with access to Royal Online Internet Banking™ bill payment feature can easily make payments to their selected school online. The process takes only a few minutes.

To create your bill pay account on Royal Online™ please log on and select the make a payment option. You may then either create or update your payee list by adding your school from the list of new payees that will display.

Please select your school and when prompted, input the following information in the spaces provided:

Student Number and School Name *(you will be prompted to add this information into an account number area)*

Student Name *(you will be prompted to add this information into a name of account holder section)*

If the name of your school is not shown on the payee list, please select **Roman Catholic Education Centre** as your payee.

As stated above please ensure that you put the name of your school along with your child's student number in the account number area and reference your child's full name in the "name of account holder section".

You must repeat this process for each student you are paying fees for. Once you have completed this one time set up you will be able to make payments once fees are due.