



West Street & Petticoat Lane
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9 June 2023

Dear Parents/Guardians:

In an effort to make school tuition and fee payments easier, the Catholic Board of Education has partnered with Intelligently Automate Ltd. to create Tuition Pay (www.TuitionPay.io).

Tuition Pay is an online portal that will allow you, as parents/guardians, to receive invoices and make online payments (starting with debit/credit cards).

The first phase of this process began June 1st, 2023. As such, many of you would have received an email notification with this upcoming school year's invoice, as well as a link to access the online portal using your provided login credentials.

Please note that our team is still working through the process of updating the system to reflect previous balances. Outstanding balances will be included on a new invoice, while credits will be applied to this upcoming year's invoice. If you have any issues/concerns with your balances, please reach out to the school for further clarification.

If you have not received an email notification to date, please contact your school administration to verify your email address on file and we will be sure to have it resent.

We ask for your patience and continued support during these early phases of this initiative as we transition into a cashless environment.

**The Finance Department
Catholic Education Centre**