



## The Bahamas Catholic Board of Education

### TUITION PAYMENTS

#### HOW TO MAKE TUITION PAYMENTS

School fees and other payments can be made via online banking (see banking details below) or by debit/credit card using [tuitionpay.io](https://tuitionpay.io).

The bank account details are:

**CIBC School Fee payments:**

Account Name: RCANB Special Catholic School Account

Account Number: **1126917**

Bank Transit Number - 09786 (Palmdale)

Account Type: Checking

**RBC School fee payments:**

Account Name: RCANB Catholic Education Centre

Account Number: **2897445**

Bank Transit Number - **05745** (Palmdale)

Account Type: Checking

**Capital Development Fee**

Account Name: RCANB Capital Development Account

Account Number: 201649670

Bank Transit Number - 09786 (CIBC Palmdale)

Account Type: Checking

**Once the transfer has been completed please forward the receipt/confirmation to your child's school.**

#### ONLINE DEBIT/CREDIT CARD PAYMENTS

Step 1: Go to the website [tuitionpay.io](https://tuitionpay.io)

Step 2: Click on Make a Payment at the top

Step 3: Scroll down

September 4, 2024

Step 4:

- **LOGIN TO PAY (For persons with Username & Password)** – Follow further Instructions. **This can only be used by persons paying the full school fee amount.**
- **PAYMENT FORM (Guests and persons not logging in)** This is for persons making annual or partial payments (Payment Plan)
- **Fill in the “Complete Form”**
- **Select School (St. Cecilia’s – St. Thomas More – Xavier’s etc.)**
- **Invoice Number** (Insert 5 zeros or the Invoice number found on the school fee slip. This can also be used for Zip Code/P.O. Box)
- **Email Address – your email can be used if you do not know your child’s email address.**
- **SELECT TERM:**
  - First (**September 1<sup>st</sup>**)
  - Second Term (**December 1<sup>st</sup>**)
  - Third Term (**March 1<sup>st</sup>**)
  - Or other relevant fees – Capital Development, Payment Plan, Summer School, Exams etc.
- **SELECT GRADE (Grade student would be entering)**
- **SECOND PAGE** – Fill in Parent Information. Do not forget to add your email address.
- **THIRD PAGE** – Enter Debit/Credit Card information
- **SUBMIT**

**Step 5:** Check your email for a payment confirmation from the [donotreply@cec.edu.bs](mailto:donotreply@cec.edu.bs) and forward to your child’s school.

### **Payment Options**

#### **Option 1 – Term Tuition**

Fees should be paid for the term at the beginning of each term. Fees are due on June 30<sup>th</sup>, December 1<sup>st</sup> and March 1<sup>st</sup>.

#### **Option 2 – Payment Plans**

Payment Plans are for ten (10) months and must be negotiated in May, prior to the new school year. Payment Plan contracts are facilitated by the schools. The plan runs from June of the current year to March of the following year. **The first payment must be made by June 30<sup>th</sup>.** The plan includes a \$50.00 financing fee and contracts must be renewed for each school year.

### **Discounts**

**SIBLING DISCOUNT** - A 10% discount is given on **tuition only** to the youngest child/children in a family of three or more siblings. You are asked to advise the administrators at the school(s), as the students may attend different schools, e.g. Aquinas and St. Thomas More.

**ADVANCE ANNUAL PAYMENT DISCOUNT** - All parents/guardians paying fees in advance for the next academic year, that is, by August 31<sup>st</sup> of that school year will receive a 10% discount on **tuition only**.

**Discounts are not concurrent.**

Late fees of \$25.00 per child added after the due date.