

MSS PAYMENT INFORMATION

PAYMENT OF SCHOOL FEES

When making payments for school fees such as Prep Requisites, Special Art, Reading Eggs, Swimming and Excursions etc, please be aware of the following:

- **BANK TRANSFERS**

When making *direct debits* into the school account, could you please include the *student's surname and initial*, and if possible the *last few digits of the Customer ID* printed in the payment area on the invoice. If there is a permission slip regarding the direct debit payment you make, could you return the permission slip/invoice with the bank transfer details, i.e. the date you made the payment, etc. Also remember that if you are not a Commonwealth Bank customer, your bank transfer will take at least **three** working days to get to Moggill SS account, so if there is a deadline for an excursion, your child could be excluded if we have no information.

- **EFT/CASH/CHEQUE**

If making a payment by eft, cash or cheque, could you please not cut the invoice up but return it in its entirety with the payment. Once we have processed your payment the invoice will be returned to your child in class with the receipt if you have not taken it yourself at our payment window.

- **PLEASE WAIT FOR INVOICES TO BE ISSUED**

Often we receive transfers into the school account for fees not yet charged. Please wait till you receive an invoice or payment envelope for charges AND ensure that the payments you make add up to the amounts on the invoices your paying. Bulk excursion prepayments cannot be processed by our One School database. Thanks.

Thank you.

MSS Administration