



Holy Family Academy Catholic School

HFA – PAYMENT PROCEDURE School Year 2025-2026

Dear parents.

The following is the procedure to follow to pay school fees directly in the bank or online and how to report them to the school.

Please read them carefully and help us improve our system and processes so we can keep accounts clear and up to date in a better way.



Payment confirmations that do not follow the current procedure will not be registered and will not be updated.

When doing your payment:

1. Indicate name and last name of your child in the "Notes" or "Transfer Details" section of your online banking, or with the bank teller when depositing directly in the bank.
2. Indicate **FULL NAME (name and last name) of the owner of the bank account**
Either the full name of a person or a company. (You can also include this information in the "Notes" or "Transfer Details" section).
3. Get confirmation of your payment, either a screenshot when online banking or a receipt when depositing in the bank.
4. Send the payment confirmation to payments.hfa@gmail.com as soon as possible.

Do not take for granted that the school or bank will automatically identify your transaction with the name of your child.

All information requested **MUST BE** visible and clear:

- Name of the BANK, NUMBER AND NAME ON THE ACCOUNT used to make the payment.
- Full name of the student.
- Total amount paid.
- Date

NOTE: Forwarded bank emails or text messages will not be accepted.

August 27, 2025

www.hfa.catholic.tc

14 Farm Lane. Providenciales, Turks & Caicos Islands, B.W.I
Tel: 1(649)941-7875 e-mail: holyfamilytci@gmail.com



Holy Family Academy Catholic School

BANK ACCOUNTS:

Scotiabank

Account Name: Holy Family Academy

Account Number: 755780

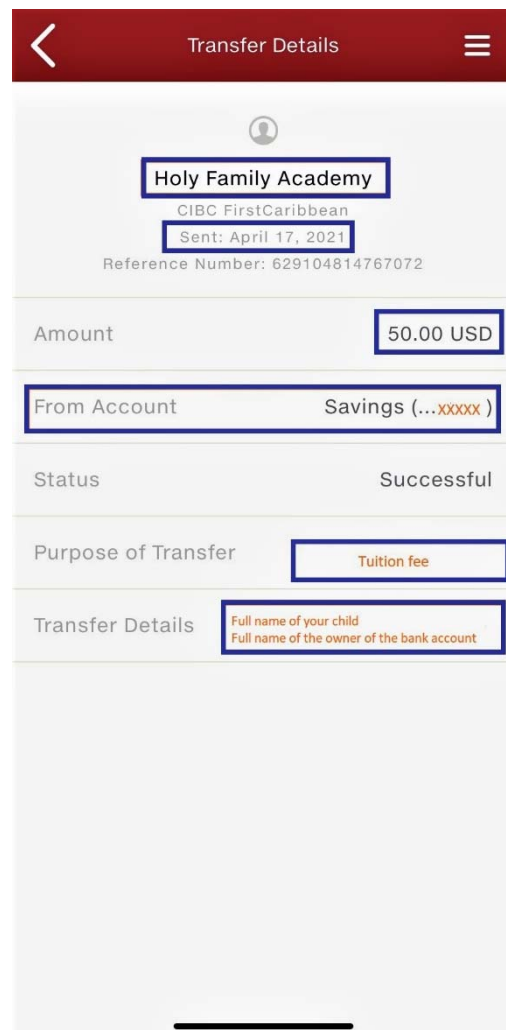
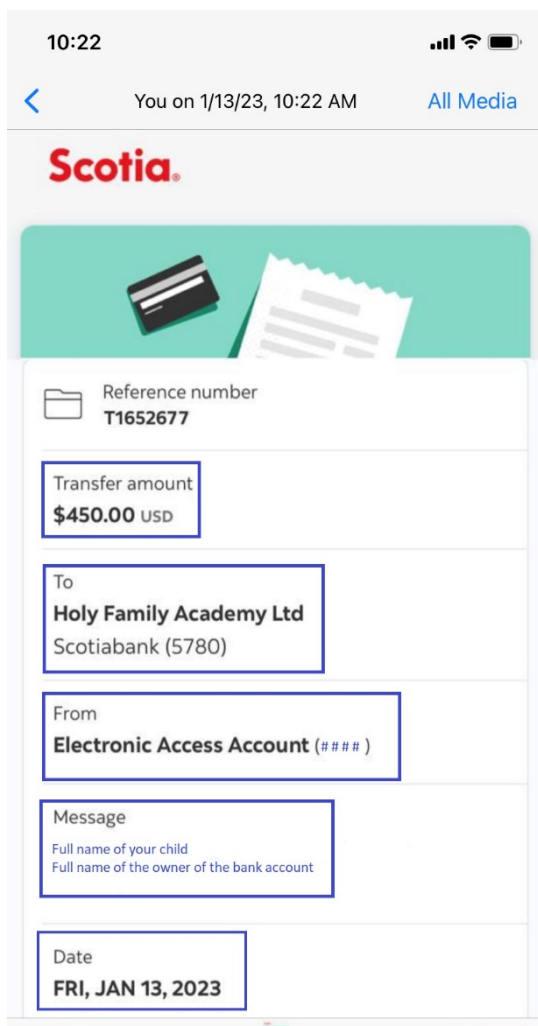
First Caribbean International Bank

Account Name: Holy Family Academy

Account Number: 10362359

NOTE: If your bank account belongs to different bank, extra fees may apply.

Valid samples of image confirmation payments on mobile.



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FirstCaribbean
International Bank

NAME ON YOUR ACCOUNT

May 25, 2020

| | |
|---------------------|---------------------------------------|
| Transfer Type | To other CIBC FirstCaribbean customer |
| From Account | YOUR ACCOUNT # |
| To Account | ...2359 |
| Payee Name | Holy Family Academy |
| Amount | 100.00 USD |
| Purpose of Transfer | |
| Reference Number | |
| Status | Successful |
| Transaction Date | May 25, 2020 |
| Notes | YOUR CHILD NAME |

Scotiabank

Transfer to others



Your transfer was accepted!



Reference number
T24551

From

Account (###5)

To

Holy Family Academy
Bank name: Scotiabank
Account number: *****5780

Transfer amount:

\$810.00 USD

Message

School fee payment for Jon Doe

Date

Tue, Mar 11, 2025

August 27, 2025

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