**

Dear Families,

**New Fee Payment Process via Parent Lounge**

We have implemented a secure, paperless direct debit system that allows you to manage and track your fee payments throughout the year from within the TASS Parent Lounge.

There are numerous advantages to this system including;

* **Flexibility** – you can choose to pay via credit/debit card, bank account or a combination.
* **Convenience** – you have the ability to tailor a payment arrangement to suit your needs. Payments can be made (insert frequencies). You can also select the payment dates to suit your circumstance.
* **Secure payments** – processed on a highly secure payment platform that never store card details (tokenised for processing).
* **Save time and manage budget** – we allow you to set your payment schedule so fees are manageable and suit your circumstances. And the direct debit functionality means you don’t have to go in and make a payment.
* **Improved communication** – automated email advice keeps you aware of upcoming payment dates and amounts.

**Set Up Process:**

To set up your Payment Schedule, please visit the Parent Lounge [insert link] and select “Accounts & Payments”. Then you will need to add a payment method by clicking on the + New Payment Method button. After you have added a payment method click on + Add a Payment Schedule button and select the schedule (from frequencies)

The process is relatively easy to follow however should you have any queries or require assistance creating your payment schedule, please don’t hesitate to contact XXXX (XXXX XXXX) or XXXX (XXXX XXXX) in our Finance Department for assistance.

Yours sincerely,

**Name**

**Position**