



ST. JOHN'S ACADEMY

SHAWNIGAN LAKE

2371 Shawnigan Lake Road, V0R 2W5, Shawnigan Lake, BC
Tel: 250-220-4888. Email: info@stjohnsacademy.ca

Payment Information

- All fees must be paid in Canadian dollars (CAD)
- All fees are subject to the Refund Policy. Please refer to the SJASL Refund policy
- All fees are subject to change without prior notice
- The receipt of the payment must be sent to: accounts@stjohnsacademy.ca
- We accept the following forms of payment:
 1. **Cash**
 2. **Cheque, Money Order, or Bank Draft**
 3. **QR Code Payments (OTT PAY and Square)**
 4. **Debit and Credit Card**
 5. **Online banking (Wire Transfer, INTERAC e-TRANSFER)**
 6. **Flywire**

****Please refer to the details below for each Payment Method****

1. **Cash**

- We are not able to accept cash over \$1,000.00
- Must be received In-Person only

2. **Cheque, Money Order, or Bank Draft**

- Please make your Cheque, Money Order or Bank Draft

Payable to: St. John's Academy Shawnigan Lake

And mail to: 2371 Shawnigan Lake Road, Shawnigan Lake BC, V0R 2W5

Attention: Finance Department



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- If a cheque is returned for any reason (such as non-sufficient funds, account closed, invalid date, etc.) the School will charge a \$50 fee to the student's account and you will be required to immediately issue another form of payment.

3. QR Code Payments (OTT PAY and Square)

- **Processing Fee**

Payments made by OTT PAY or Square will have a 3.5% fee added for payments made over \$1,000.00

- **Payment Processing**

To make payment through OTT PAY or Square, please scan the appropriate QR code below:

OTT PAY



SQUARE





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4. Debit or Credit Card

- Debit card transactions must be made in person
- Credit card transactions can be made in person or over the phone
- Payments made by credit card will have a 3.5% fee added for payments made over \$1,000.00

5. Online Banking

Online Banking– Wire Transfer

Payments to be sent to St John's Academy Shawnigan Lake

School Address: 2371 Shawnigan Lake Road, Shawnigan Lake BC, V0R 2W5

Bank Name: Royal Bank of Canada (RBC)

Bank Address: 650 West 41st Ave, Vancouver BC, V5Z 2M9

Bank Phone Number: 1-800-769-2520

Account Number: 1109529

Transit Number (Branch Number): 07360

Bank Institution Number: 003

Swift Code: ROYCCAT2

CC Code: 000307360

- Please include sender's name, student's name, and date of birth
- If paying by wire transfer, please add \$40 CAD bank service charge
- Payments will take 1-2 business days to process

Online Banking – INTERAC e-TRANSFER

- Not available for tuition payments, Maximum payment of up to \$3,000
- Please email at accounts@stjohnsacademy.ca before you send payment by e-transfer, otherwise your transfer may be rejected.



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6. Flywire

- St. John's Academy Shawnigan Lake has partnered with Flywire to provide a safe payment gateway that simplifies the payment process.
- Start the payment process at <https://stjohnsshawniganlake.flywire.com>
- For more information, <https://stjohnsacademy.ca/flywire-international-payment/>