



*Developing habits of the heart and mind for a life of purpose and service*

## Payment Methods

### Electronic Bill Payment

Payments can be made electronically through internet or telephone banking or most Canadian financial institutions. When making payments please use your child's 4 digit student ID number as the account number. Refer to the top of your child's monthly statement for their ID number, and note that each child has their own unique ID number, so please ensure that payment is made for each student separately. **\*If this is a new enrolment, please see note below.**

### Direct Deposit at a Bank

In order to ensure that payments are properly identified please contact the finance office advising that a payment has been made and provide the following details: student name and ID number, amount, date and the bank you made the payment from. Please see below for contact information. **\*If this is a new enrolment, please see note below.**

### Credit Card (VISA, MasterCard and American Express)

TCS has partnered with Plastiq to provide a secure method for credit card payment. To make a payment via Plastiq, you may visit [www.tcs.plastiq.com](http://www.tcs.plastiq.com), or simply click the "Pay Now" button found on the TCS parents' website: [www.tcs.on.ca/parents](http://www.tcs.on.ca/parents). For those with an iPhone, you may opt to download the free Plastiq mobile app from the Apple App Store. Please note that Plastiq applies a nominal fee between 1.5% and 2.5% depending on the card type and the transaction amount; non-Canadian cards may be charged a higher fee. To ensure that your payment arrives in a timely manner, please keep in mind that it may take up to five business days for the School to receive notification of your payment. **\*If this is a new enrolment, please see note below.**

### Wire Transfer

- Banking details for Trinity College School are as follows:  
TD Canada Trust - Cobourg Branch  
1 King Street West, Cobourg, Ontario, K9A 4K2, Canada  
Transit Branch Number: 22722 Bank: 004 Account: 0324-0307918
- Should ABA or Swift # be required:  
If transferring US funds: 026009593 Bank: TDCANTRUST TDOMCATTOR  
If transferring CDN funds: TDOMCATTOR

When making payments please **ensure your child's name appears on the transfer notice** from your bank. Banks may deduct a transaction fee from the amount of the transfer. To ensure that your payment arrives in a timely manner, please keep in mind that it may take several days for the School to receive notification of your transfer.

### Cash, Cheque, Bank Draft or Money Order

Please make payable to "Trinity College School".

### \*New Enrolment

If this is your preferred method of payment, please first submit the signed enrolment agreement to Sarah Webster in the admissions office at [webster@tcs.on.ca](mailto:webster@tcs.on.ca) along with a request for a 4-digit ID number.

**Inquiries?** Please direct inquiries to the finance office as follows:

- By phone: 905-885-3217 ext. 1254 (Tamara Phillips) if student's last name begins with A - K  
905-885-3217 ext. 1252 (Christine Burns) if student's last name begins with L - Z
- By fax: 905-885-7495
- By email: [finance@tcs.on.ca](mailto:finance@tcs.on.ca)