

**Belair Community OOSH Inc.**

**PO Box 144**

**KOTARA FAIR NSW 2289**

**Ph (02) 4956 2248**

**ABN: 70931 376933**

# Payment of Fees Direct Deposit

OOSH fees can be paid by direct deposit, cash or cheques payable to Belair OOSH.

If you wish to pay by direct deposit please use the following information:

## Greater Bank

Name: Belair Community Out Of School Hours Centre  
BSB: 637 000  
Account No: 782238353

**\*\*IMPORTANT\*\*** Because Belair OOSH operates 2 centre's plus Vacation Care as a separate service, it is important to provide your centre's reference initial first and then your child's surname name and initial in the reference line.

Belair OOSH = **(B)** Kotara Sth OOSH = **(K)** Vacation Care = **(VC)**

Examples

A child enrolled at Belair OOSH named John Smith would have a reference as;

**B-Smith, J**

Multiple children enrolled at Kotara Sth OOSH named Mary and Darren Johnson would be;

**K-Johnson, M&D**

Most financial institutions provide approx 18-20 characters.

## IT IS YOUR RESPONSIBILITY TO;

- Ensure fees are paid by Thursday afternoon incl current weeks fees as per fee policy. A late fee may apply to overdue accounts. Fees paid after that day will not be processed until the following week. Check with your banking institution on how many days it takes for your deposit to be cleared to avoid late fees.
- Ensure that the correct reference details (as above) are used to avoid administration delays.
- Missing payments or delays must be followed up by the payer with their banking institution.

For further enquires please see Irene at Belair or Jess at Kotara Sth OOSH

Belair Community OOSH Inc.  
Committee & Staff