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ST. SAHAG ST. MESROB ARMENIAN SATURDAY SCHOOL

School Location: 101 Scarsdale Road, Toronto, ON, M3B 2R2

Mailing Address: 920 Progress Avenue, Scarborough, ON, M1G 3T5

Tel: 416-431-3001; principalstsahagstmesrob@gmail.com

## Online Payment Instructions

For purposes of online payment of the registration fee and to protect the privacy of our students, St. Sahag St. Mesrob Armenian Saturday School (“the School”) has issued a student ID # to each of our current students.

While the School's independent website is currently under construction, in the interim we have created a sub-page on the Holy Trinity Armenian Apostolic Church's website where you can find school related information at the following location:

[www.torontoarmenianchurch.com/saturday-school](http://www.torontoarmenianchurch.com/saturday-school).

To obtain a copy of all the corresponding forms for 2015/2016 academic year, please visit the above mentioned site and select the "Registration" link from the options available to print and complete all the forms. Once complete, please drop off all filled out documents at the School's office.

For online payment of the 2015/2016 registration fee(s), please follow the instructions below:

1. Click on the yellow "**Donate**" button located on the left bottom side of the page.
2. Enter the amount of the applicable registration fee in the "**Donate amount**" box (please refer to the registration letter for the appropriate amount payable for one or more students).
3. Complete all the required fields with your appropriate credit card information.
4. Ensure to enter your e-mail address to receive a confirmation of payment received.
5. Click on the yellow "**Review Donation and Continue**" button located in the bottom centre of the page.
6. When reviewing your information, in the first section identified as "**Purpose**", under the payee "Holy Trinity Armenian Church" click on "**Add special instructions to the seller**". A box will appear in which please enter your child/children's student ID number(s) for whom you are making the payment. To protect the privacy of our students, please do not enter the the child's name.
7. Once you have reviewed and confirmed the information provided click on the yellow "**Donate \$XX.XX CAD Now**" button at the right bottom side of the page to complete the transaction.

Upon submission of payment you will receive an instant notification in your inbox. Please keep this record as proof of payment and when completing the registration form(s) include this receipt number in the box identified as “PayPal Receipt #” located at the top right hand corner of the form.

If you have any questions or concerns with regards to this matter, please do not hesitate to contact me at [principalstsahagstmesrob@gmail.com](mailto:principalstsahagstmesrob@gmail.com).