

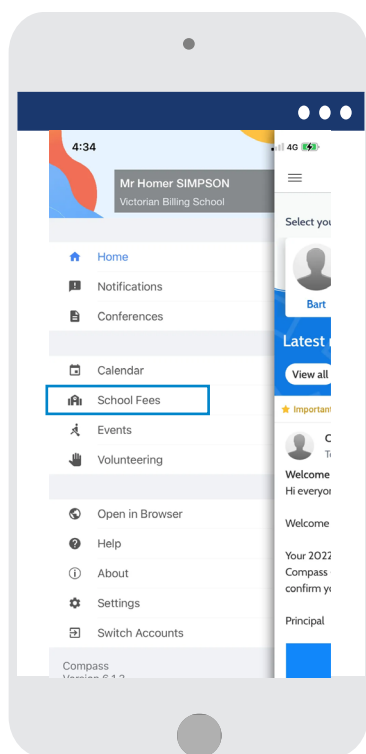
# A Parent's Guide to Billing

A step by step guide to take you through paying your school contributions through the Compass App or Browser.



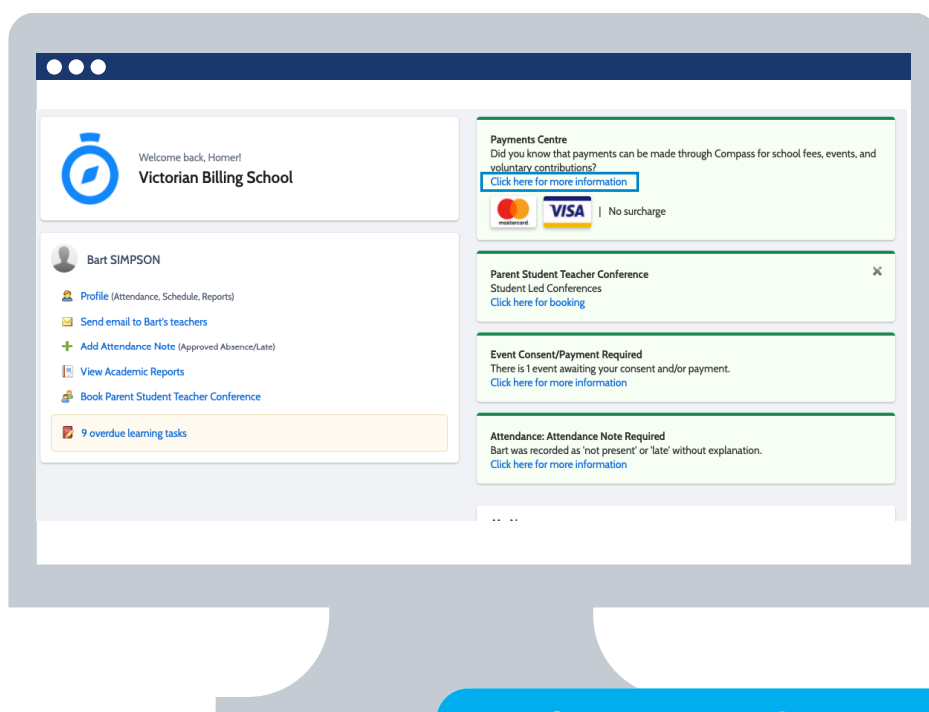
## Compass App

- ✓ Click the 'Payment Centre' Banner on your Home Page & select School Fees



## Web Browser

- ✓ Select 'School Fees' from the 3 Bars / Side Menu



### Goodbye cash handling!

The Compass Payments Centre allows you to pay anytime, anywhere - reducing foot traffic and contact in the school office.



### Handy Tips & Tricks

- ✓ You can access your payment history via Cog icon > My Payments.
- ✓ All transactions will send a receipt to your email.
- ✓ Access your Events & School contributions all in the one place.
- ✓ Chip away at your fees, whenever suits you.
- ✓ Choose from a number of instalment options

# A Parent's Guide to Billing

## Complete your Contributions

Each contribution/payment will detail whether this is a standard or donation fee, and can be adjusted, to chip away at each amount.

You'll always be able to access Payments Centre, so you can come in and pay again at any time, anywhere.



**School Fees**  
Homer SIMPSON & Marge SIMPSON

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**2022 School Payments**

Dear Parents and Carers,

High School is proud to offer a range of exemplary curricular and co-curricular programs to students across the school. While the Victorian Government supplies most of the school's funding, this is not sufficient to meet all the costs of the school's programs. All schools are dependent on locally raised funds to supplement government funding for curriculum programs, school services and resources. Locally raised funds in the form of parent contributions are essential for the operation of the school's extended learning program, specialist staff and the provision of additional equipment.

Parent Payment Policy

The Department of Education and Training (DET) Parent Payment Policy provides advice on the different types of payments that schools may request from parents and outlines the procedures and protocols to which schools must adhere. The High School Council is responsible for developing and approving a school-level parent payment arrangement that is compliant with the Department's policy. The DET policy is available here <https://www2.education.vic.gov.au/pai/parent-payment/policy> or a hard copy is available on request from the general office.

Financial help arrangements

High School offers a range of supports to families who are experiencing financial hardship and are unable to make the parent payment. The DET also provides a range of supports to families that will complement the school supports. The school-based arrangements could include establishing payment instalment plans and providing access to school resources. The DET's arrangements include access to a range of government funded support programs including the State School's Relief Fund, the Camps, Sports and Excursions Fund (CSEF) as well as a range of student scholarships. Families should contact the school via or 9092 7800 to enquire about these supports.

The High School Council wishes to ensure that increases in parent payment contributions are minimised. However, it cannot be too strongly stressed that the viability of many of our innovative programs is dependent on your support via the payment of the voluntary parent contribution. Payment of the parent contribution is preferred at the time of course confirmation and payment of the school fees.

Course Confirmation

We ask parents and carers to confirm enrolment through the course confirmation process by Monday 16 November 2022 via this online portal.

The Principal and the Business Manager are available if you wish to discuss any matters concerning payment. The High School Council relies upon and thanks you for your continued support.

Yours sincerely,

Principal

Basketball Academy Bart SIMPSON	\$ 900	\$900.00
Curriculum Costs Bart SIMPSON	\$ 500	\$500.00
Library Donation Bart SIMPSON <small>(Contribution / Donation)</small>	\$ 0	\$200.00
Building Donation Bart SIMPSON <small>(Contribution / Donation)</small>	\$ 0	\$100.00
Food Technology Bart SIMPSON <small>(Contribution / Donation)</small>	\$ 0	\$80.00

**2022 School Payments**

Payment of the school fees.

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Yours sincerely,

Principal

Curriculum Costs	Amount (AUD)	500
Library Donation <b>Donation</b>	Amount (AUD)	200
Building Donation <b>Donation</b>	Amount (AUD)	100
Food Technology <b>Donation</b>	Amount (AUD)	80
Building Fund <b>Donation</b>	Amount (AUD)	190

Next

## Choose your Payment Method & process payment

Once you're happy with the amount chosen, you can choose to pay in full or via instalments.

You'll see the instalment options set up by the school - with the relevant dates and charges. This will direct debit your card on those given dates.

**Payment Method**

New credit card

FULL NAME

Card number

Full name

MM / YY    CVC

Save this card

**Payment**

Total of all charges (inclusive of discounts)	\$2,100.00
Less amount already paid	-\$700.00
<b>Balance</b>	<b>\$1,400.00</b>
<b>Amount to pay</b>	<b>\$320.00</b>

Pay in full now  
 Pay in instalments

Four Payments

**Your card will be billed on these dates**

Due on 15 November 2021	<b>\$80.00</b>
Due on 15 December 2021	<b>\$80.00</b>
Due on 15 January 2022	<b>\$80.00</b>
Due on 15 February 2022	<b>\$80.00</b>

Process

We use CompassPay.com as our payment processing gateway. In clicking the relevant "Confirm and Pay" button to the right, you agree for your credit card to be charged by CompassPay.com on behalf of your school. You understand that the amount charged will be the "Total Due" or amount indicated to the right. Refunds for cancelled online orders will be made to your Compass Balance regardless of original method of payment. This payment and use of this website is in alignment with the Compass School Manager terms and conditions of use available at <http://compass.edu.au/policy/>.

**Confirm and Pay**

Payment

Total of all charges	\$1,000.00
Less amount already paid	-\$500.00
<b>Balance</b>	<b>\$500.00</b>
<b>Amount due</b>	<b>\$1,070.00</b>

Pay in instalments

Four Payments

Your card will be billed on these dates

Mon, 15 Nov 2021	\$267.50
Wed, 15 Dec 2021	\$267.50
Sat, 15 Jan 2022	\$267.50
Tue, 15 Feb 2022	\$267.50

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