Parent Online Payments (POP)

Parents/carers pay for student payments through the school website

- Secure online payment facility hosted by Westpac (can't use BPay as we need more details than PBay will allow)

- Accessed from the home page of the school's website

- There will be a $Make a payment "button"

  Visa or MasterCard credit or debit cards only accepted

- Enter payment details, credit card details, you will receive an online payment receipt straight away

  Information you will need to enter by following the steps laid out for you. All fields are to be completed before the payment is accepted.

- Student's name, class or year, date of birth

- Payer's name, contact phone & email

- Select what you want to pay for by checking relevant box (these will be set up by the school)

- Payment description must be accurate

- Payment amount must be completed

- Asterix * indicates a mandatory field

- The payment must be made before 6pm for the school to receive the funds the next day. i.e. pay before 6pm on Monday, the school will have the funds on Tuesday morning.

- If the payment is after 6pm then there will be a 24 hour in the school receiving the funds i.e. pay after 6pm on Monday, the school will have the funds on Wednesday morning.

- Note the receipt number for your reference, and **write this on any permission notes you are sending back to school**.

- You do not need to send a copy of your receipt to the school

- Eliminates the need to send your credit card details with student to school

- Cash and cheque payments will still be accepted at school

- Phasing out of EFTPOS payments (possibly over 2 months after introduction of POP).

- School will be given all relevant details of payment to mark off against your child/ren

- Less paperwork, less cost to school and potentially less cash handling.