

## Did you know that you can make payments to your child's school online?

We have launched a new online payment portal linked to the school's website to make it easier for you to pay for school related payments. This is a secure payment page hosted by Westpac.

## What expenses can be paid online?

- Voluntary School Contributions
- Subject Contributions
- Excursions
- Sport
- Creative and Practical Arts
- Sales to Students
- Other

## How?

Payments can be made using either a Visa or MasterCard credit or debit card. The payment page is accessed from the front page of the schools website by selecting <u>\$ Make a payment.</u>

Log onto School site at www.bundeena-p.schools.nsw.edu.au. Click on "\$ Make a Payment" and follow the prompts to make a payment via Visa or MasterCard



entServlet	When you access the <u>\$ Make a payment</u> you
Payment Details	must enter:
Fields marked with an asterisk ( $\star$ ) are mandatory.	• the students name, and
The process for making a payment is as follows:	• date of birth.
<ol> <li>Fill out all the required fields on this page.</li> <li>Fill out credit card payment details on the next page.</li> <li>Review and confirm your payment details on the confirmation page.</li> <li>Review your payment receipt and optionally print it, or send it as an email.</li> </ol>	These details are entered each time you make a payment as student information is
Student Details	not held within the payment system.
Student Registration Number NOT REQUIRED	
If this 9 digit number is on the Statement	
issued by the school it will be to the left	This is a secure payment system hosted by
of the student's name.	Westpac to ensure that your credit/debit
* Given Name	card details are captured in a secure
* Surname	manner, these details are not passed back
Class or Year	to the school.
Ref. or Invoice Number NOT REQUIRED	
This number may be on the top of the	You have the ability to check and change
invoice or statement issued by the	any details of the payment before the
school. It may have the heading Ref:	payment is processed. Receipts can be
* Date of Birth (dd/mm/yyyy)	emailed and/or printed.
e.g. 31/01/1980.	, ,
Required if only one of 'Class or Year' or	
'Invoice Number' are filled.	When you have completed the transaction it is important to remember to write the
Payer Details	receipt number on our permission note or
* Full Name	on our school payment envelope in the
* Contact Phone Number	space provided.
e.g. 0249512345 or (02)49512345	
* Contact Email Address	Details of the payments are passed daily to the school where they will be receipted
Payment Options	against your child's account. As a receipt has
Please select which items you would like to make a payment or donation for:	been issued from the payment page a
Voluntary School Contributions	.,
	further receipt will not be issued by the
	school.

For your convenience these instructions will be located on the school's website under the Newsletter and Notes tab.

For any enquiries regarding the Online Payment process please contact the School Administration Office.