Making Online Payments Procedure

It will be possible for parents to make online payments to the school for amounts owing for students, via a secure payment page hosted by Westpac. 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 school’s website by selecting $ Make a payment

Items that can be paid include voluntary school contributions, dance, drumming, excursions, sales to students and there is also a category called Other. This is to cover items not covered in the previous headings. Other can be used to make a complete payment of a school invoice.

When you access the $ Make a payment you must enter:

- the student’s name, and
- class and reference number OR
- the student’s name, and
- date of birth.

These details are entered each time you make a payment as student information is not held within the payment system. There is also the option to enter the Student Registration Number and Invoice number if you are aware of them, these are optional fields.

This is a secure payment system hosted by Westpac to ensure that your credit/debit card details are captured in a secure manner, these details are not passed back to the school.

You have the ability to check and change any details of the payment before the payment is processed. Receipts can be emailed and/or printed.

Details of the payments are passed daily to the school where they will be receipted against your child’s account. As a receipt has been issued from the payment page a further receipt will not be issued by the school.

A Powerpoint presentation is available on the Jewells Primary School website to explain further the process to make a payment. You will also notice a new tick-a-box appearing on all paid permission notes eg ☑ I have made an online payment. My receipt number is: _______________. Please ensure you complete this line if you have paid online.

Payments must be made before 6pm for Jewells PS to receive the funds the next day. ie. pay before 6pm on Monday, Jewells PS will have the funds on Tuesday morning. If the payment is after 6pm then there will be a 24 hour delay in the school receiving the funds. ie. pay after 6pm on Monday, the school will have the funds on Wednesday morning. Also take into consideration paying on a Friday and the weekend delay.

For any enquiries regarding the Online Payment process please contact the School Administration Office on 49487300.

Thursday 6th February 2014