

# MANIFOLD HEIGHTS PS BPAY PAYMENTS

## POLICY

### Rationale:

- Manifold Heights Primary School is committed to providing the best possible educational opportunities for all students. Parent Contributions make it possible for the school to maintain its high standards of education in quality facilities.

### Aims:

- Manifold Heights Primary School is committed to providing a range of options to parents to make the payment of school fees easy as possible. We currently offer Cash, Cheque, EFTPOS, Qkr and Bpay payments.

### Implementation:

- Bpay transactions will be recorded using the DET CASES21 Finance program and in accordance with the appropriate process guide instructions.
- To ensure the correct allocation of payments, parents are asked to forward the remittance advice from their statement with the charges being paid marked, as shown below. If the school does not receive this advice within two days of the payment being made, the funds will be allocated at the schools discretion (excluding the Voluntary Levy).

Alternatively parents may email [manifold.heights.ps@edumail.vic.gov.au](mailto:manifold.heights.ps@edumail.vic.gov.au) for the attention of the Business Manager and quote the charge number being paid.

Student No	Invoice Number	Invoice Date	Charge Number	Amount	Payment Owing
LE00051	28/01/2008	DF10001024		70.00	
LE00051	05/09/2008	DF10001742		110.00	✓
LE00051	05/08/2008	DF10001721		200.00	

\$310 paid by BPAY on  
01/02/2009  
Rec No: 123456

Total \$300.00

### Evaluation:

- Procedures should be reviewed annually

This policy was last ratified by School Council in....

May 2016