

MANIFOLD HEIGHTS PS MASTERCARD QKR!

POLICY

Rationale:

- Mastercard, through the Qkr! phone app provides schools with the ability to accept non-cash payments through a smartphone, iPhone or an android phone.
- Use of Qkr! allows schools to increase the options and convenience provided to parents as well as improves security by reducing the amount of cash handled and kept on school premises.

Aims:

- To pay student charges by non-cash payments.
- To implement secure internal controls by following Department of Education & Training guidelines.

Implementation:

- Qkr! installed on parent phones to allow payments.
- Qkr! managed by administration staff and overseen by the Business Manager.

Banking Procedures:

- Batches are generated daily when Qkr! payments have been received. Qkr! transaction reports are sent via email and are then reconciled to the Official Account via Cases21 Bpay.

Refunds

- The office is not able to refund directly through Qkr!, this is completed by Mastercard for transactions cancelled within the app.
- Payments that are paid for through Qkr! and then not required, e.g. student didn't attend an excursion; will be credited to the family account by a credit note on Cases21.

Evaluation:

- This policy will be reviewed regularly as part of the school's three-year review cycle.

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

March 2017