

New payment method BPOINT

BPOINT is an additional payment channel which is available to you to pay your school invoices.

The internet web link will provide you with a method of paying school invoices from your own computer.

You will need the Customer Reference Number (CRN) printed at the bottom of your invoice/statement.

Enter the CRN provided on the school invoice.

Enter the Invoice number

Enter the student name

Enter amount and select Visa or Master Card

You will receive a BPOINT transaction confirmation for your records

If you have multiple items on your statement enter any 1 of the invoice numbers and enter the total \$ amount. The system will then clear the entered invoice number and place the balance as a credit on your account. The school will receive a report showing the credit and will apply this credit to the remaining invoices. Alternatively you may enter each invoice separately.

Direct Credit to school bank account

Whilst it is still possible for you to pay via direct credit into the school bank account there are a couple of things to keep in mind -

1. Your account is debited but the money may not arrive in the school bank account for between 3 and up to 5 days.
2. Once the transaction has been uploaded into the OneSchool data base, a receipt needs to be processed by the administration staff.
3. Any payments will not appear on your Childs account until receipted.

It is important to be aware of the cut-off date for payments and the above items when choosing to pay via direct credit.

Other Payment Methods

Payments may continue to be placed in an envelope in the red letterbox outside the Office. A receipt for payment will be forwarded home with your child. Over the counter payments will be accepted on **Tuesday, Wednesday and Thursday 8am to 10.45am**. Correct money is appreciated, as change is not always available.

Payment must be received by the due date outlined in the excursion letter. Payment will not be accepted after this date, unless prior arrangements have been made with the Business Services Manager. (Michelle Mills mmill159@eq.edu.au)

Arrangements for payments must be made prior to the due date, to allow for payment processing.