



PAYMENT OF FEES

Parents are to pay all Fees and Charges in advance, at the end of the first week of each term, except Fees and Charges on amended accounts and accounts raised for mid-term enrolments, which the Parents are to pay within seven days from the date of invoice.

Once your child's enrolment is confirmed, your first fee invoice will be available for download from the Edumate Parent Portal. You will then be able to establish your preferred method of payment for the Fees and Charges due via this online system. At enrolment, you will be provided with a copy of the Parent Handbook which will contain details on how to access the Parent Portal.

The recommended option for payment of Fees and Charges is periodic instalments by The Anglican School Corporation Direct Debit Instalment Plan (terms and conditions apply). This pack contains detailed information on how to set up your direct debit instalment plan via the Parent Portal.

There are other options for payment of Fees and Charges:

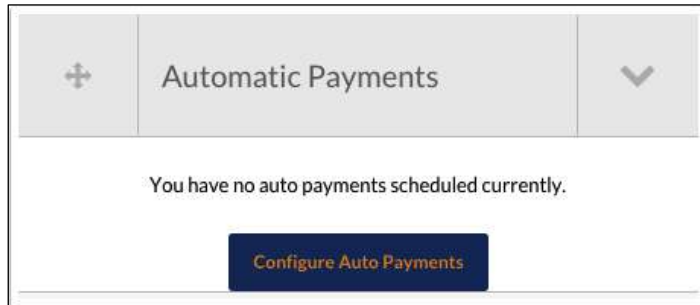
- Full payment by cheque at the commencement of each term;
- Bpay;
- Credit card payments over the phone;
- Full payment at the commencement of the year.

For Parents opting not to use the Direct Debit Instalment Plan, an overdue charge may be levied for failure to pay an account within 21 days of its due date. This charge reflects the administrative and financial cost to the Corporation in collecting the outstanding Fees and Charges. If an account is not paid in full within 60 days of its due date, the student's enrolment may be suspended.

All queries regarding the payment of Fees and Charges should be directed to Mrs Lisa Grzasko, College Credit Controller on (02) 4684 2577 or at l.grzasko@wac.nsw.edu.au.

Setting up a Direct Debit Instalment Plan Payment

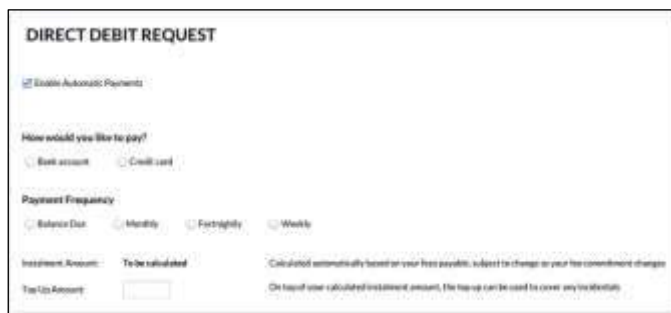
After logging into the Edumate Parent Portal, click on Debtor Portal and you will see the following option, which appears on the right hand side of the screen. Please follow the prompts and the screen shots below to set up your Direct Debit Instalment Plan payment option.



In the Direct Debit Request screen click on the 'Enable Automatic Payments' tick box to reveal the automatic payment options.



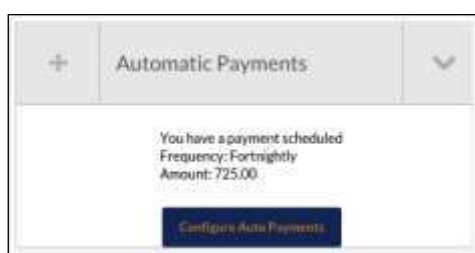
Payment method and frequency options are displayed.



The screenshot shows the "DIRECT DEBIT REQUEST" form. It includes a checked checkbox for "Enable Automatic Payments". Under "How would you like to pay?", there are radio buttons for "Bank account" (selected) and "Credit card". Under "Payment Frequency", there are radio buttons for "Balance Due", "Monthly", "Fortnightly" (selected), and "Weekly". The "Instalment Amount" is set to "To be calculated" with a note: "Calculated automatically based on your first payable, subject to change on your first commitment charge". The "Top Up Amount" is an empty text box with a note: "On top of your calculated instalment amount, the top-up can be used to cover any instalments".

Changing Direct Debit Instalment Plan Settings

If auto payments are already activated the portal will display the frequency and amount currently being paid. Click on the 'Configure Auto Payments' button to change the settings.



The current settings are again displayed in the Direct Debit Request screen and also options for changing these.



Configuring Direct Debit Instalment Plan Settings

The direct debit facility can be deactivated by clicking on the tick next to 'Enable Automatic Payments'. Clicking on the 'Bank Account' option will reveal fields for entering bank account details.

There is an active link for displaying the Direct Debit Service Agreement as well as a corresponding tick box to confirm agreement with the terms and conditions set out in the agreement. The tick box needs to be ticked before you can proceed.



Choosing the 'Credit Card' option will display fields for entering in card details.



In the Payment Frequency section of the screen, select the desired frequency of payment. The 'Balance Due' option will automatically debit the balance that appears on each invoice on the due date that is on the same invoice.

Payment Frequency

Balance Due
 Monthly
 Fortnightly
 Weekly

Instalment Amount: **To be calculated** Calculated automatically based on your fees payable, subject to change as your fee commitment changes.

Top Up Amount: On top of your calculated instalment amount, the top up can be used to cover any incidentals.

Further options allow you to set the day that funds will be debited. Once a frequency option has been selected the 'Instalment Amount' will automatically be calculated to reflect this.

An amount can optionally be entered into the 'Top Up Amount' field to also pay charges (non-tuition fee debit transactions) in instalments. The Top up Amount will continue to be debited in addition to tuition fee instalments until you remove it from the direct debit settings.

You can use this feature to prepay your College fees.

Payment Frequency

Balance Due
 Monthly
 Fortnightly
 Weekly

On the:

Day of the week:

Instalment Amount: **1935.3** Calculated automatically based on your fees payable, subject to change as your fee commitment changes.

Top Up Amount: On top of your calculated instalment amount, the top up can be used to cover any incidentals.

The 'Optional Item Selections' part of the screen provides the option of adding to the direct debit instalments a regular donation to the Building or/and Library fund(s). This can be deactivated by you at any time by deselecting the option 'Add to Auto Payments'.

The 'Agreed Amount' can be changed by clicking on the dollar amount. Click on 'Save' to upload the credit card/bank account.

CODE	ITEM	ADD TO AUTO PAYMENTS	AGREED AMOUNT
BUILD	Building Fund	<input type="checkbox"/>	\$30.00
LIB	Library Fund	<input type="checkbox"/>	£70.00

Please note: Each term the amount of your payments will be automatically recalculated to cover any additional charges incurred in the previous term (eg book charges, instrument hire etc). The new amount (if applicable) will be shown at the top of your termly invoices as well as the date that the new repayment amount will commence.