



Pomonal Primary School No 2859

BPAY Policy

RATIONALE

- Pomonal 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

- Pomonal Primary School is committed to providing a range of options to parents to make the payment of school charges as easy as possible. As well as cash or cheque payments over the counter at the Office, we offer direct credit and internet payment facilities. BPay is another payment alternative.

GUIDELINES

- BPay transactions will be recorded using the DEECD CASES21 Finance program and in accordance with the appropriate Process Guide instructions.
- All bank charges associated with a BPay transaction will be borne by Pomonal Primary School.
- 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. Alternatively, parents may email the school at pomonal@edumail.vic.gov.au for the attention of the Business Manager and quote the charge number being paid.
- If the school does not receive this advice within two (2) days of the payment being made, the funds will be allocated against any charge on the family's account at the schools's discretion.

| Student Number | Invoice Date | Charge Number | Amount Owing | Payment Ended |
|----------------|--------------|---------------|--------------|-------------------------------------|
| LEO0051 | 20/01/2008 | DF10001024 | 70.00 | |
| LEO0051 | 05/06/2008 | DF10001742 | 110.00 | |
| LEO0051 | 05/06/2008 | DF10001721 | 200.00 | <input checked="" type="checkbox"/> |

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

Total \$380.00

Authorisation: This policy was adopted at Pomonal Primary School Council meeting on March 2015