

BPAY POLICY
ST KILDA PARK PRIMARY SCHOOL

- a. St Kilda Park Primary School is committed to providing a range of options to parents to make the payment process as easy as possible for Essential Education Fees, Optional Extras which are offered on a user pays basis and parents can choose whether their child attends ie excursions, camps, swimming program. As well as cash , cheque and credit card payment options the school offers BPAY as an alternative payment option.
- b. BPay transactions will be recorded using the DEECD CASES21 Finance program and in accordance with the appropriate Process Guide instruction.
- c. To ensure the correct allocation of payments, parents are asked to forward the remittance advice from their statement with the charges being paid marked.
- d. If the School does not receive this advice within two days of the payment being made, the funds will be allocated to any outstanding excursion levies or oldest outstanding account for the family. (Please note once funds are allocated against a transaction they cannot be re-allocated to another.)
- e. Alternatively, parents may email the School at st.kilda.park.ps@edumail.vic.gov.au for the attention of the Business Manager and quote the charge to be paid.

This Policy was last ratified by School Council on