



BPAY PAYMENT POLICY

PURPOSE:-

Ashby 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. BPay facilitates the payment of school related expenses.

GUIDELINES:-

- Ashby Primary School is committed to providing a range of options to parents to make the payment of school related expenses easy as possible. We offer cash, cheque, credit card and EFTPOS payments over the counter at the Front Office.
- BPay is another payment alternative.

IMPLEMENTATION:-

- School Council BPay transactions will be recorded using the DET CASES21 Finance program and in accordance with the appropriate Process Guide instructions.
- To ensure the correct allocation of payments, parents are asked to forward the remittance advice from their statement with the charges being paid marked or write the BPay receipt number on the permission slip. If the school does not receive this advice within two (2) days of the payment being made, the funds will be allocated at the School's discretion (excluding the Voluntary Levy).
- Alternatively parents may email ashby.ps@edumail.vic.gov.au for the attention of the Business Manager and quote the charge number being paid.

EVALUATION:-

This policy will be reviewed as part of the school's review cycle.

REVIEW CYCLE

This policy was last updated on March 27, 2019 and is scheduled for review in 2021.