



# Mount Stromlo High School

Year 7 – 10 School

*Providing a quality education for every child*



*Learning*

*Endeavour*

*Respect*

*Pride*

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## ONLINE PAYMENT FACILITY

It is now possible for parents/carers to make online payments to the school for amounts requested for various student activities and contributions. These payments can now be made via a secure payment page hosted by Westpac. Payments can be made using either a Visa or MasterCard credit or debit card. The payment page is accessed through the school's website by selecting the Payments link.

Items that can be paid include voluntary school contributions, subject contributions, excursions, in school activities and sport. There is also a section called Other, for any other items that you wish to pay that do not fit under the headings.

When you access Payments you must enter the mandatory fields.

1. Student details; Student Key, Given name and Surname (Student Key is usually the first 5 characters of the students surname and the first characters of their given name)
2. Payee details; Family Key, Payee full name and contact details ( Family Key is usually the first 5 characters of the family's surname and the first character of their given name).
3. Fee code and description of payment (Fee Codes will now be printed on every excursion note)
4. Student ID Number (if known) or Class/Year level.

This will assist the school in receipting funds to your account more efficiently and these details will need to be entered each time you make a payment.

This is a secure payment system hosted by Westpac to ensure that your bank branded credit/debit card details are captured in a secure manner.

You have the ability to check and change any details of the payment before the payment is processed. Receipts can be emailed and/or printed from the web site.

All Information you input will be held by Westpac subject to its Privacy Policy which is available at <http://www.westpac.com.au/privacy/>

Westpac's payment system will supply all information apart from card details back to the school on a daily basis to enable the payment to be reconciled against your family's account. As a receipt has been issued from the payment website by Westpac, a further receipt will not be issued by the school. If you require a tax receipt please contact the school office.

For any enquiries regarding the Online Payment process please contact Melissa Wales at the school finance office.