



# Statements of Account - Online Payments and Permission Notes.

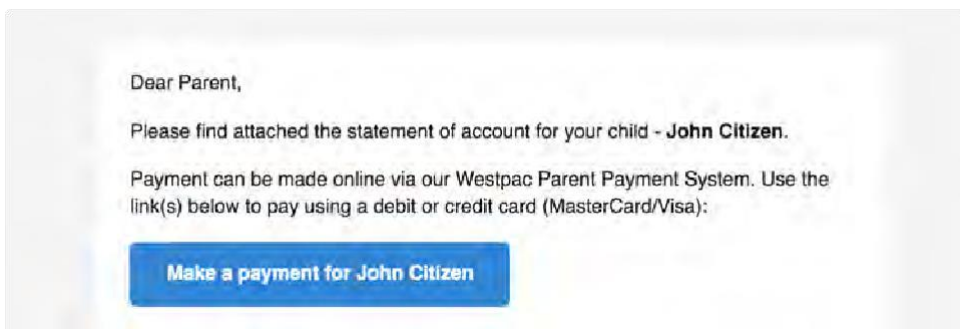
Dear Parents and Caregivers,

Cherrybrook Public School sends student statements of account and term permission notes directly to parents via email. These statements include a unique link to make secure payment online through the Westpac Parent Online Payment (POP) system (Visa/Mastercard credit and debit cards accepted).

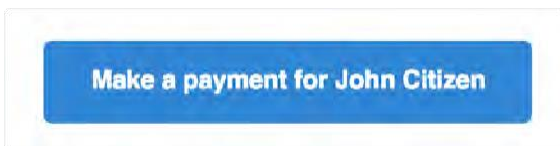
**Please ensure all relevant permission notes are printed, signed and returned to the class teacher (or as directed) with the receipt number recorded.**

To make an online payment for your child(ren)'s school fees, please follow the steps below:

1. You will receive an email from the school's email address ([cherrybrok-p.school@det.nsw.edu.au](mailto:cherrybrok-p.school@det.nsw.edu.au)) with the subject 'Student Statement of Account'. All children in a family will be included in the same email.



2. To make an online credit card payment, click the secure payment button in the email.



3. Once this button is clicked, you will be taken to the following page. On this page, you will see a list of all currently outstanding school fees for your child. By default, all fees are selected/ticked for payment.

<input checked="" type="checkbox"/>	Date	Due	Fee Name	Amount	Paid	Balance Owing (\$)
<input checked="" type="checkbox"/>	05/04/2017		Gymnastics for Gymnastics	\$40.00	\$0.00	40.00
<input checked="" type="checkbox"/>	05/04/2017		Japanese Drum for Japanese Drumming	\$5.00	\$0.00	5.00
<input checked="" type="checkbox"/>	05/04/2017		LiteratLevy for Yr 6 Literature levy Not OC	\$18.75	\$0.00	18.75
<input checked="" type="checkbox"/>	05/04/2017		Paper for Paper Levy 2017	\$18.75	\$0.00	18.75
<input checked="" type="checkbox"/>	05/04/2017		Science-Levy for Science Levy	\$5.00	\$0.00	5.00
<input checked="" type="checkbox"/>	05/04/2017		TecLevy for Technology	\$22.50	\$0.00	22.50

4. If you wish to change the amount you would like to pay for an item, enter the desired amount in the text field under the column 'Balance Owing'.

To not pay for a certain item, untick the checkbox in the left-hand column of the table next to the fee you wish to remove.

<input checked="" type="checkbox"/>	27/01/2017		Yr10 Technology Support	\$30.00	\$0.00	30.00
<input checked="" type="checkbox"/>	01/02/2017		Yr10 Maths - online programs	\$24.00	\$0.00	24.00

5. Once you have selected what fees you wish to pay, enter your name, phone number and email address under 'Payer Details'. This allows the school to know which parent/caregiver is making the payment.

Now, press the 'Next' button to be redirected to a secure Westpac site to finalise your online payment.

The screenshot shows a payment portal interface. At the top, there's a list of items to pay, including 'Mathematics Competition 27/7/17' for \$6.00. A 'Grand Total: \$1028.00' is displayed. Below this is the 'Payer Details' section with the Westpac logo. It contains three input fields: 'Your Name' (filled with 'Test'), 'Contact Phone Number' (filled with '0412345678'), and 'Contact Email' (filled with 'test@test.com'). A 'Next >' button is highlighted with a red box at the bottom right. A note below the fields states: 'You will be redirected to a secure Westpac site to make your online payment.'

6. Once redirected to Westpac, you will see the following screen. Enter your credit card details into the appropriate text fields on this screen. Once ready, press 'Next'.

The screenshot shows the 'Payment Details' screen. It features a heading 'Payment Details' and a note: 'Fields marked with an asterisk (★) are mandatory.' Below this, it says 'You are paying to:' followed by 'Payment Amount: \$100.00 AUD'. There are five mandatory fields: 'Card Holder Name', 'Credit Card Number', 'Card Expiry Month' (dropdown with '01'), 'Card Expiry Year' (dropdown with '2017'), and 'Card Verification Number (CVN)' (with a 'What's this?' link). To the right of the CVN field are logos for VISA and MasterCard. At the bottom, there are three buttons: 'Cancel', 'Back', and 'Next' (highlighted).

IF YOU REALISE YOU HAVE MADE A MISTAKE IN SELECTING WHAT ITEMS YOU WISH TO PAY ON THE PREVIOUS PAYMENT PORTAL SCREEN, PLEASE CLICK THE LINK IN THE ORIGINAL EMAIL AND START AGAIN.

7. You will then see a payment summary screen where you confirm your details. When ready, press the button at the bottom of the page to confirm and make your online payment.

NOTE: To pay for another child in the family, return to the original email you received and click the payment button with the other child's name on it.

**Please ensure you have printed the permission notes and record the receipt numbers to return to the teacher as soon as payment has been made.**

## To make one off payments for activities.

If required to make any one off payments for activities/events that have not been sent via a Statement of Account email, log onto the Cherrybrook Public School website ([www.cherrybrook-p.schools.nsw.edu.au/](http://www.cherrybrook-p.schools.nsw.edu.au/)), click on "Make a Payment" and follow the prompts to make a payment via the Westpac secure payment page. Payments may be made via Visa or MasterCard.

If you have any questions, please feel free to contact the office on 9481 8575 or via email at [Cherrybrook-p.school@det.nsw.edu.au](mailto:Cherrybrook-p.school@det.nsw.edu.au). Thank you for your support and cooperation.