



Chilwell Primary School

"Learning for Life"

No.2061

Gavan Welsh – Principal

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POLICY: BPAY

1. Rationale:

- To enable the efficient administration of payments.

2. Aims:

- Chilwell Primary School is committed to providing a range of options to parents to make the payment of fees as easy as possible. As well as cash or cheque payments over the counter at the Front Office, we offer credit card, EFTPOS and internet payment facilities. BPAY is another payment alternative.

3. Implementation:

- BPAY transactions will be recorded using the DET CASES21 Finance program 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, as shown below. If the school does not receive this advice within two (2) days of the payment being made, the funds will be allocated to the most recent outstanding debt (excluding voluntary payments).
- Alternatively, parents may email the school at chilwell.ps@edumail.vic.gov.au, attention Business Manager and quote the charge number being paid.



4. Ratified:

This policy has been ratified by School Council – February 2016

Review: Annually