

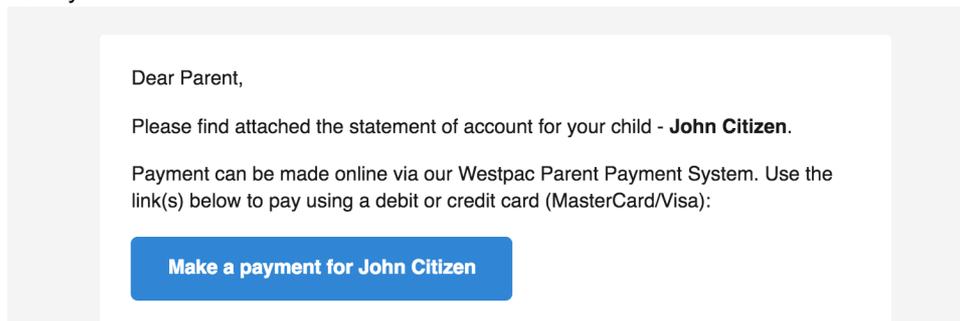
Statements of Account - Online Payments

Asquith Public School will be sending student Statements of Account and fee reminders directly to parents via email. These statements will include a unique link to make secure payment online through the Westpac Parent Online Payment (POP) system (Visa/Mastercard credit & debit cards accepted).

We are also able to attach excursion permission notes to these emails, which you can download at home.

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

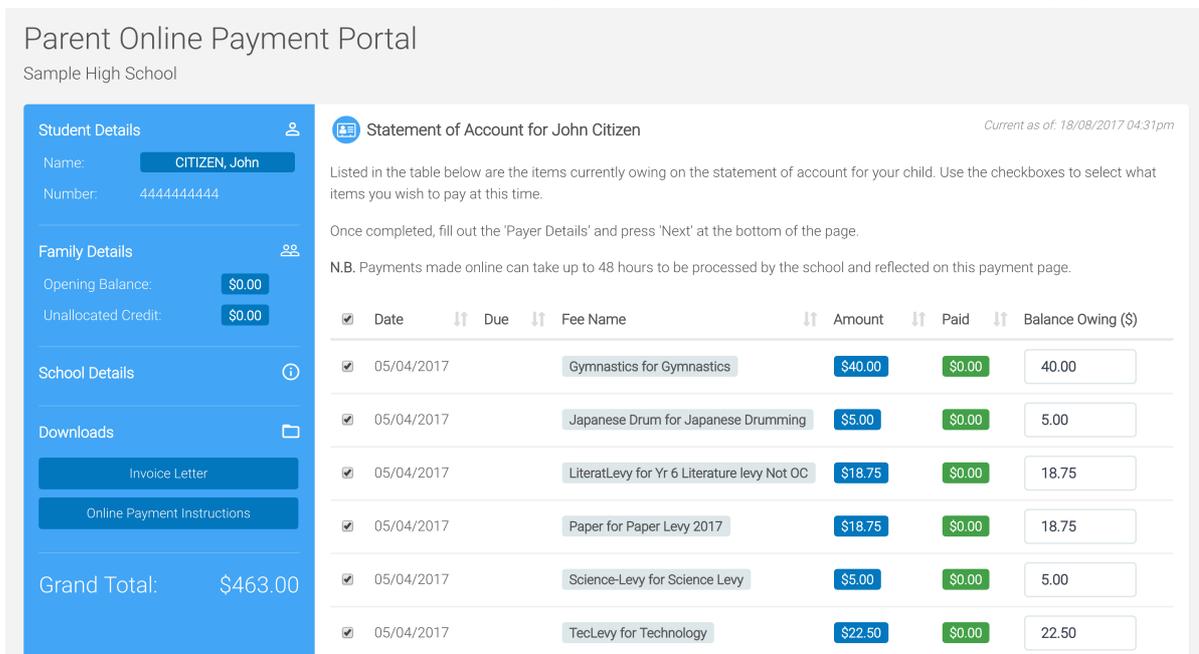
1. You will receive an email from the school's email address (asquith-p.school@det.nsw.edu.au) with the subject '**Student Statement of Account**'. All children in a family will be included in the same email with a unique payment link for each child. Please follow the process below for each child in your family.



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 current 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**'.

If you have an Unallocated Credit, this value is shown under 'Family Details' in the blue box above. This value can be used against any current fee by simply deducting the credit value from the amount in the '**Balance Owing**' box and entering the reduced \$ total.

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.

5. Occasionally you may wish to make an additional payment that doesn't appear on the Statement of Account, please select the appropriate button as follows:



Select this green button to make a donation to the Asquith Public School Library Fund



Select this blue button to pay for miscellaneous fees eg bus fee for parents on excursions

6. 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.

<input checked="" type="checkbox"/>	09/02/2017	TRITUMINO & Software Techn Consumables	\$130.00	\$0.00	130.00
<input checked="" type="checkbox"/>	16/05/2017	Mathematics Competition 27/7/17	\$6.00	\$0.00	6.00

Grand Total: \$1028.00

Payer Details

Your Name:

Contact Phone Number:

Contact Email:

You will be redirected to a secure Westpac site to make your online payment.

[Next >](#)

7. 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'.

Payment Details

Fields marked with an asterisk (★) are mandatory.

You are paying to:

Payment Amount: \$100.00 AUD

★ **Card Holder Name:**

★ **Credit Card Number:**

★ **Card Expiry Month:**

★ **Card Expiry Year:**

★ **Card Verification Number (CVN):** [What's this?](#)

Click **Next** to proceed to the confirmation page where you can review your payment details.

⚠ 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.

8. 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.