



FINANCE – PAYMENTS POLICY

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Authorised by: **Principal**

Approved by School Council: **21/3/18**

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General Principle

- Horsham College is committed to providing the best possible educational opportunities for all students.
- Parent Contributions make it possible for the College to maintain its high standards of education in quality facilities.
- Horsham College is committed to providing a range of options to parents to make the payment of College fees as easy as possible. As well as cash or cheque payments over the counter at the Administration Office, we offer Centrepay, credit card, EFTPOS, direct credit Qkr, BPay and internet payment facilities.

BPay Guidelines

- 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, as shown below. If the College does not receive this advice within two (2) days of the payment being made, the funds will be allocated at the College's discretion (excluding Voluntary contributions).
- Alternatively, parents may email the College at horsham.co@edumail.vic.gov.au for the attention of the Finance Manager and quote the charge number being paid.

30 October 2008

Student Number	Invoice Date	Charge Number	Amount Owning	Payment Endorsed
LEO0051	29/01/2008	DF10001034	70.00	
LEO0051	05/06/2008	DF10001742	110.00	✓
LEO0051	05/06/2008	DF10001721	200.00	✓

*\$310 paid by BPAY on
01/02/2009
Rec No: 123456*

Total \$380.00