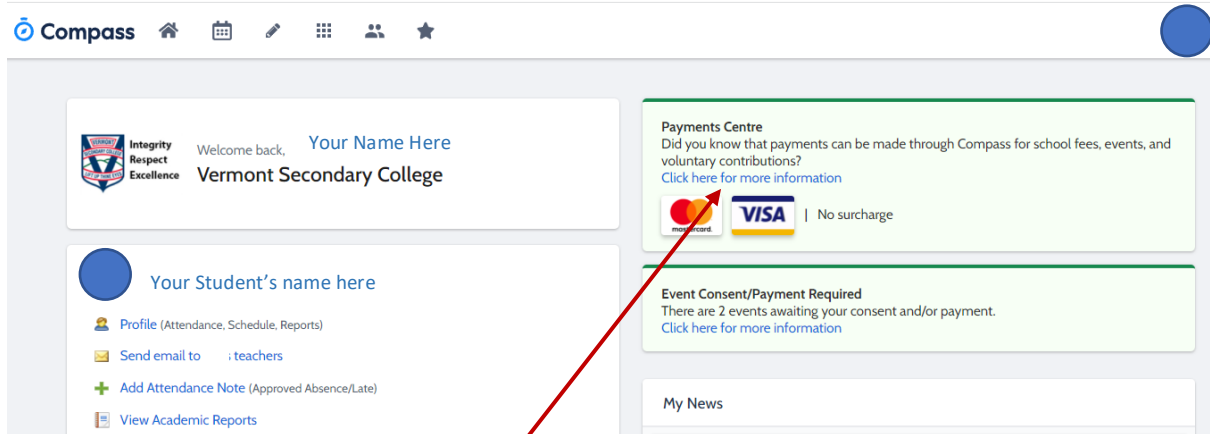


MAKING COMPASS PAYMENTS

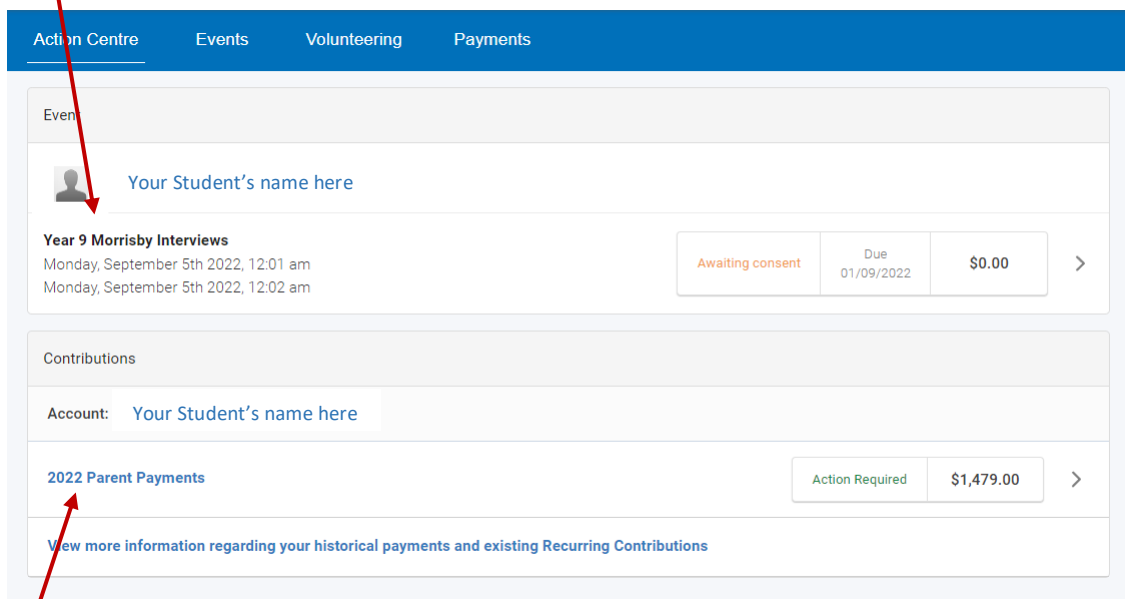
A Quick Reference Guide to show how to make your financial contribution

Log into compass

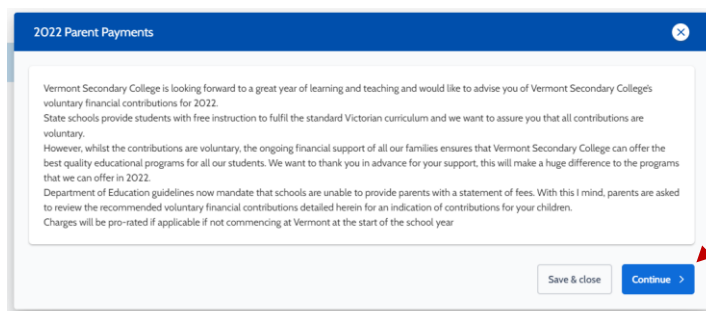


In the Payment Centre click on the link

Any Events that are still requiring your payment and/or consent are listed



Click on Parent Payments link. The following Dialog box appears



Click on Continue

STEP 1

Payment

<p>Curriculum - Athletics Carnival - Your Student's name here</p> <p>The Vermont Secondary College House Athletics Carnival is a whole school event for students in years 7-12. No classes will run on the day. Students can dress up in their house colors and participate in as many events as they wish. It is a great opportunity to earn some house points and support your fellow peers!</p>	<input type="text" value="10"/>	\$10.00
<p>Curriculum - Swimming Carnival - Your Student's name here</p> <p>The Vermont Secondary College House Swimming Carnival is a junior school event for students in years 7-9. Students in years 10-12 are permitted to attend if they sign up prior to the event date. Students can dress up in their house colors and participate in as many events as they wish. It is a great opportunity to earn some house points and support your fellow peers!</p>	<input type="text" value="10"/>	\$10.00
<p>Curriculum Contributions - ID Card - Your Student's name here</p> <p>Compass Identity cards are used for a number of functions within the school. They provide not only student identity information, late sign-in or early departure sign out, Library borrowing and printing and/or photocopier access. This card is also used for concession travel on Public Transport Victoria.</p>	<input type="text" value="7"/>	\$7.00
<p>Curriculum Contributions - Print Credit - Your Student's name here</p> <p>This will allow your student to access printing.</p>	<input type="text" value="5"/>	\$5.00
<p>Extra Curricular - College Year Book - Your Student's name here</p> <p>The college yearbook is a 64-page keepsake released in December. Regular contents include photos of events such as college camps, athletics and swimming. It also includes senior year level and junior class photos, as well as the Principal's report and tributes to departing staff.</p>	<input type="text" value="15"/>	\$15.00
<p>Other Contributions - VSC General - Your Student's name here</p> <p>This contribution allows us to purchase additional technology and equipment, faster Wi-Fi and Internet, class sets, our student mentor program, additional student wellbeing programs, First Aid equipment and consumables, student locker provision and maintenance as well as general resources and equipment, all of which improve the learning environment and our student outcomes. Whilst this is a voluntary contribution, we do ask you to contribute, as it does greatly add to the enhancement of services that the school can provide for your child.</p>	<input type="text" value="350"/>	\$350.00
<p>School Sports Victoria Membership - Your Student's name here</p> <p>School Sports Victoria Membership is not a fee for service but rather an affiliation fee that provides a range of benefits for a member school and its students to access, whilst also supporting the overall role and operations of SSV.</p>	<input type="text" value="10"/>	\$10.00
<p>Other Contributions - Building Fund - Your Student's name here</p> <p>Your Tax-deductible contribution will directly support the provision of our exciting new Sports precinct (due to commence early in 2022). The college has received \$6.5 million from the State budget; however, our vision for the precinct will go beyond the entitlement that we have received; the college with your assistance is prepared to make a significant contribution to turn our vision into reality. Such investments for our community are all marvellous additions to our facilities for the benefit of all students and staff. Thank you in advance for your continued support for projects of this kind. Your valued donation means that we will remain able to assist with future facilities and upgrades for our college community.</p> <p>Contribution / Donation</p>	<input type="text" value="0"/>	\$150.00
<p>Other Contributions - Library Fund - Your Student's name here</p> <p>Your Tax-deductible contribution will support book purchases and other technology equipment which will assist in the continual update of this valuable resource.</p> <p>Contribution / Donation</p>	<input type="text" value="0"/>	\$100.00

This screen lists all the items you can make a contribution towards. The amount on the right hand side is what is recommended. If you do wish to make a contribution then simply put the amount in EACH item box indicating the sum you wish to contribute

Eg

If you do not wish to make a contribution for a particular item then simply change the amount to indicate Zero

Eg

Don't forget contributions made towards the Library and Building fund are tax deductible.

Once you have indicated all the items you wish to contribute towards the total payment adjusts accordingly.

You have two choices of payment

- Pay on full
- Pay in contributions - allows you to pay in instalments

Pay in Full

Enter your credit card details

This can be the same credit card or a different one to the card stored in your Compass Wallet. However, your Compass Wallet can only store ONE credit card.

Pay in Contributions - Instalments

If you are choosing to pay by instalments the dates are predetermined and the amount to pay for each instalment is 33%, 33% and 34% of the total. Payments will be automatically deducted by Compass on the dates indicated.

Payment

Amount to pay **\$1,479.00**

Pay in full now
 Pay in contributions

Payment Plan - 4 instalments

Your card will be billed on these dates

Due on 15 September 2022	\$488.07
Due on 14 October 2022	\$488.07
Due on 15 November 2022	\$502.86

Process

We use CompassPay.com as our payment processing gateway. In clicking the relevant "Confirm and Pay" button to the right, you agree for your credit card to be charged by CompassPay.com on behalf of your school. In processing a transaction with us, you agree to our website and payment policies available at <http://compass.edu.au/policy/>.


You will need to complete the Credit card information

Enter your credit card details

This can be the same credit card or a different one to the card stored in your Compass Wallet. However, your Compass Wallet can only store ONE credit card.

Payment Method

New credit card



Card number

Full name

MM / YY CVC

Save this card

Once all the card information has been entered click on save and close to finalise the transaction.

The image shows a payment form with two main sections: "Payment Method" and "Payment".

Payment Method:

- A dropdown menu is set to "New credit card".
- A placeholder image of a credit card is shown with fields for "FULL NAME" and "CARD NO. **/**".
- Input fields for "Card number", "Full name", "MM/YY", and "CVC".
- A checkbox labeled "Save this card".
- A "Previous" button at the bottom left.

Payment:

- The "Amount to pay" is \$1,479.00.
- Radio buttons for "Pay in full now" (selected) and "Pay in contributions".
- A disabled "Process" button.
- A disclaimer: "We use CompassPay.com as our payment processing gateway. In clicking the relevant 'Confirm and Pay' button to the right, you agree for your credit card to be charged by CompassPay.com on behalf of your school. In processing a transaction with us, you agree to our website and payment policies available at <http://compass.edu.au/policy/>."
- A "Save & close" button at the bottom right, which is highlighted by a red arrow.