



Parent's Guide to Billing

A step by step guide to take you through paying your school contributions through the Compass Portal.



Web Browser

Click the 'Payment Centre' Banner from your Home Page to access your Contributions.

Welcome back, Terril
Magic P-12 College

Phoebe ARNOLD
Profile (Attendance, Schedule)
Send email to Phoebe's teachers
Add Attendance Note (Approved Absence/Late)
Book Parent Student Teacher Conference

Jimmy ARNOLD
Profile (Attendance, Schedule)
Send email to Jimmy's teachers
Add Attendance Note (Approved Absence/Late)
Book Parent Student Teacher Conference

Payments Centre
Did you know that payments can be made through Compass for school fees, events, and voluntary contributions?
Click here for more information

Parent Student Teacher Conference
2020 Term 3
Click here for more information

Attendance: Attendance Note Required
Phoebe was recorded as 'not present' or 'late' without explanation.
Click here for more information

My News
Liz Larson
Jan 17th

Book Week
During this time schools and public libraries spend one glorious week celebrating books and Australian children's authors and illustrators. Classroom teachers, teacher librarians

Contributions
Account: Phoebe ARNOLD, James ARNOLD

2022 School Contributions Action Required \$450.00 >

View more information regarding your historical payments and existing Recurring Contributions

Compass App

Select Payments Centre from your Home Page.

2:12 4G

Home

Select your child to view their profile

Jimmy **Phoebe**

Payments Centre
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Latest news
View all Saved
Sorted by most important

Liz Larson
27/08/2021

Book Week
During this time schools and public libraries spend one glorious week celebrating books and Australian children's authors and illustrators. Classroom teachers, teacher librarians and public librarians

Contributions
Account: Phoebe ARNOLD, James ARNOLD

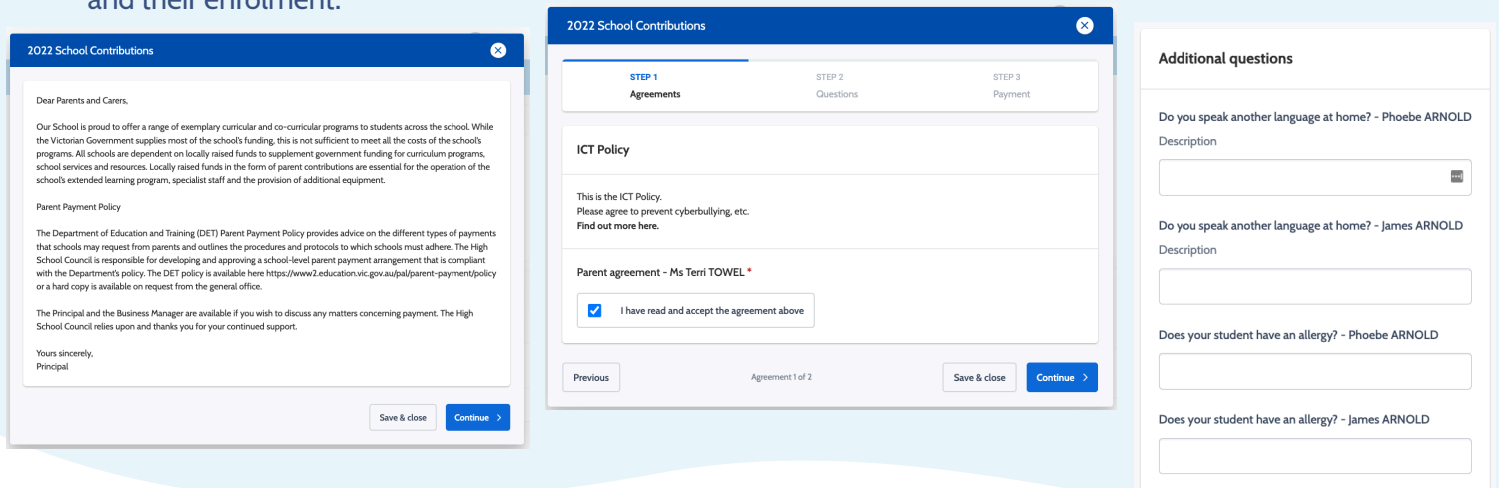
2022 School Contributions Action Required \$450.00 >

View more information regarding your historical payments and existing Recurring Contributions

1. Description, Agreements & Questions

The first thing you'll see is your school's customised description, detailing information about contributions.

Clicking through, you may be prompted to fill out any Agreements & Questions that are relevant to your student and their enrolment.



2022 School Contributions

Dear Parents and Carers,

Our School is proud to offer a range of exemplary curricular and co-curricular programs to students across the school. While the Victorian Government supplies most of the schools' funding, this is not sufficient to meet all the costs of the schools' programs. All schools are dependent on locally raised funds to supplement government funding for curriculum programs, school services and resources. Locally raised funds in the form of parent contributions are essential for the operation of the school's extended learning program, specialist staff and the provision of additional equipment.

Parent Payment Policy

The Department of Education and Training (DET) Parent Payment Policy provides advice on the different types of payments that schools may request from parents and outlines the procedures and protocols to which schools must adhere. The High School Council is responsible for developing and approving a school-level parent payment arrangement that is compliant with the Department's policy. The DET policy is available here <https://www2.education.vic.gov.au/pai/parent-payment/policy> or a hard copy is available on request from the general office.

The Principal and the Business Manager are available if you wish to discuss any matters concerning payment. The High School Council relies upon and thanks you for your continued support.

Yours sincerely,
Principal

Save & close Continue

2022 School Contributions

STEP 1 Agreements STEP 2 Questions STEP 3 Payment

ICT Policy

This is the ICT Policy. Please agree to prevent cyberbullying, etc. Find out more here.

Parent agreement - Ms Terri TOWEL *

☒ I have read and accept the agreement above

Previous Agreement 1 of 2 Save & close Continue

Additional questions

Do you speak another language at home? - Phoebe ARNOLD

Description

Do you speak another language at home? - James ARNOLD

Description

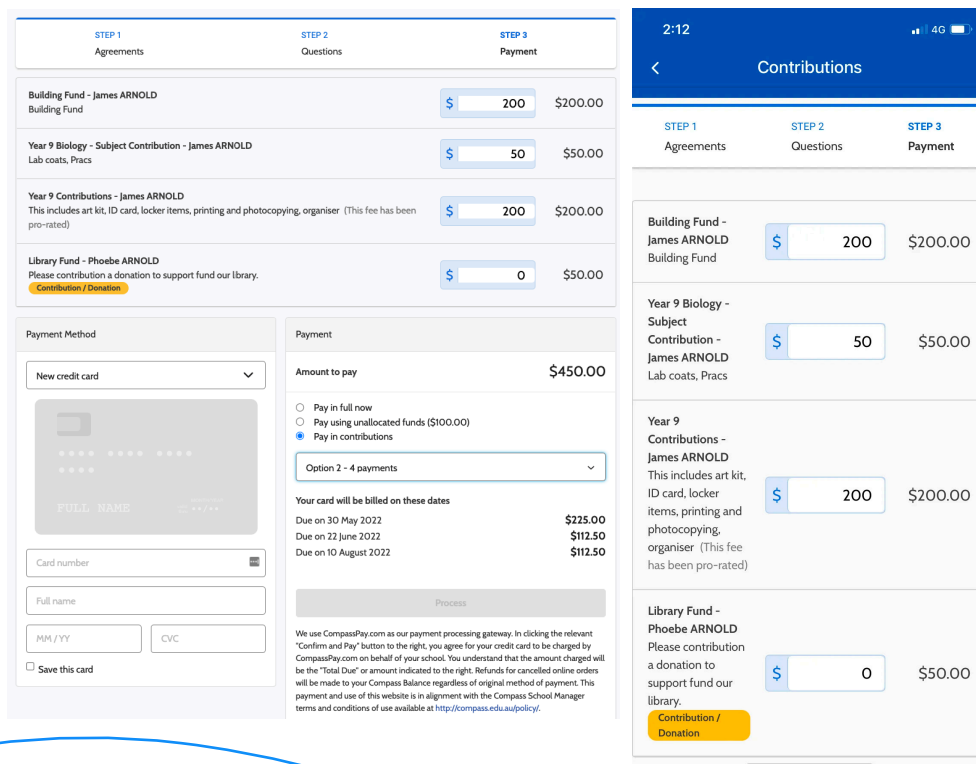
Does your student have an allergy? - Phoebe ARNOLD

Does your student have an allergy? - James ARNOLD

2. Paying your Contributions

Next, you'll see the contributions your school has posted against your student/s.

From here, you may have a few different items to choose from, broken down by student and fee type. As each item is voluntary, you can choose the amount you'd like to pay today. Next time you access your Contributions, the amounts available to pay will have decreased.



STEP 1 Agreements STEP 2 Questions STEP 3 Payment

Item	Amount	Total
Building Fund - James ARNOLD	\$ 200	\$200.00
Year 9 Biology - Subject Contribution - James ARNOLD	\$ 50	\$50.00
Year 9 Contributions - James ARNOLD	\$ 200	\$200.00
Library Fund - Phoebe ARNOLD	\$ 0	\$50.00

Payment Method: New credit card

Payment: Amount to pay \$450.00

Payment options: Pay in full now, Pay using unallocated funds (\$100.00), Pay in contributions (selected)

Option 2 - 4 payments

Your card will be billed on these dates:

Due date	Amount
Due on 30 May 2022	\$225.00
Due on 22 June 2022	\$112.50
Due on 10 August 2022	\$112.50

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. You understand that the amount charged will be the "Total Due" or amount indicated to the right. Refunds for cancelled online orders will be made to your Compass Balance regardless of original method of payment. This payment and use of this website is in alignment with the Compass School Manager terms and conditions of use available at <http://compass.edu.au/policy/>.

Contributions

STEP 1 Agreements STEP 2 Questions STEP 3 Payment

Item	Amount	Total
Building Fund - James ARNOLD	\$ 200	\$200.00
Year 9 Biology - Subject Contribution - James ARNOLD	\$ 50	\$50.00
Year 9 Contributions - James ARNOLD	\$ 200	\$200.00
Library Fund - Phoebe ARNOLD	\$ 0	\$50.00

Contribution / Donation

Payment Options

1. Credit Card/Saved Card

Just like an Event, pay the chosen amount in one go.

2. Payment Plan

Choose from your school's preset options to setup a direct debit.

3. Credits/Fees in Advance

If you see this option, your school has applied a credit against your account.

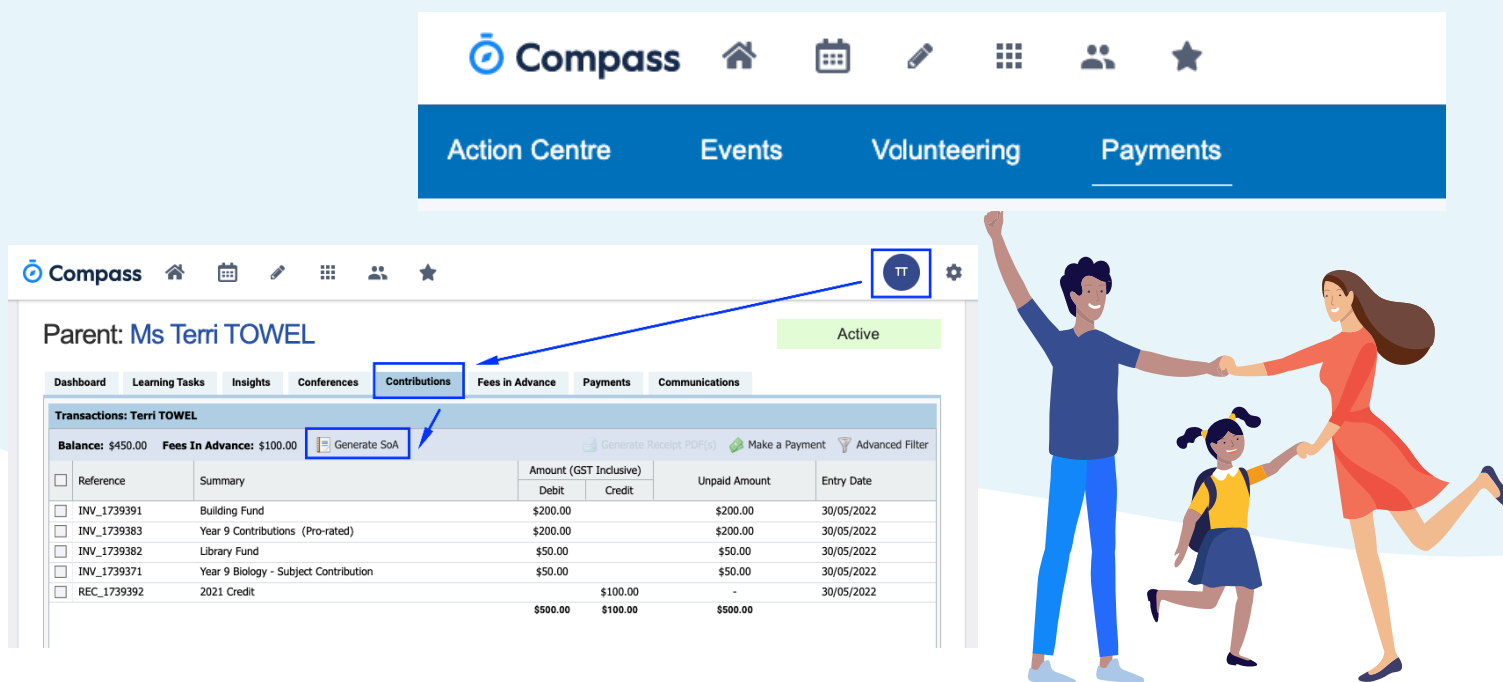
The amount you're choosing to pay here will need to equal the credit amount.

Accessing your Payment History

Each time you make a payment through Compass, you'll receive a receipt straight to your email address.

Within the portal, you can also access your **Payment History** through **Payments Centre**.

To generate a **Statement of Account PDF**, simply navigate to your parent account via your initials in the top right, and select the Contributions tab. From here, generate your SoA.



The screenshot shows the Compass app interface. At the top, there's a navigation bar with the Compass logo, home, calendar, edit, grid, people, and star icons. Below this is a blue bar with 'Action Centre', 'Events', 'Volunteering', and 'Payments'. The 'Payments' section is selected. On the right, a parent's profile 'Ms Terri TOWEL' is shown with 'Active' status and initials 'TT' in a blue circle. Below the profile, there are tabs: 'Dashboard', 'Learning Tasks', 'Insights', 'Conferences', 'Contributions', 'Fees in Advance', 'Payments', and 'Communications'. The 'Contributions' tab is selected. A blue arrow points from the 'TT' icon to the 'Contributions' tab. Another blue arrow points from the 'Generate SoA' button to the table below. The table shows transactions for Terri TOWEL with columns for Reference, Summary, Amount (GST Inclusive) (Debit, Credit), Unpaid Amount, and Entry Date. A 'Generate SoA' button is visible next to the 'Fees In Advance' total.

Reference	Summary	Amount (GST Inclusive)		Unpaid Amount	Entry Date
		Debit	Credit		
INV_1739391	Building Fund	\$200.00		\$200.00	30/05/2022
INV_1739383	Year 9 Contributions (Pro-rated)	\$200.00		\$200.00	30/05/2022
INV_1739382	Library Fund	\$50.00		\$50.00	30/05/2022
INV_1739371	Year 9 Biology - Subject Contribution	\$50.00		\$50.00	30/05/2022
REC_1739392	2021 Credit		\$100.00	-	30/05/2022
		\$500.00	\$100.00	\$500.00	

Handy Tips & Tricks

✓ Chip away at your Contributions as you please!

You can access your Compass App at anytime to see what's been paid, and choose to pay more if required.

✓ Keep all your Events and Contributions in one spot.

No need to jump between multiple programs and paper forms - it's all in Compass!

✓ Manage your own Payment History in-app, without having to call up the Admin Office!

Automated emails and downloadable statements make it even easier to know what's been paid.