



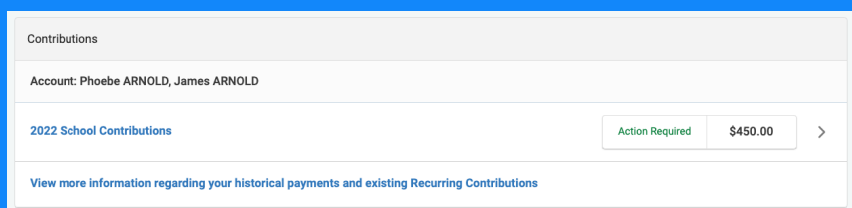
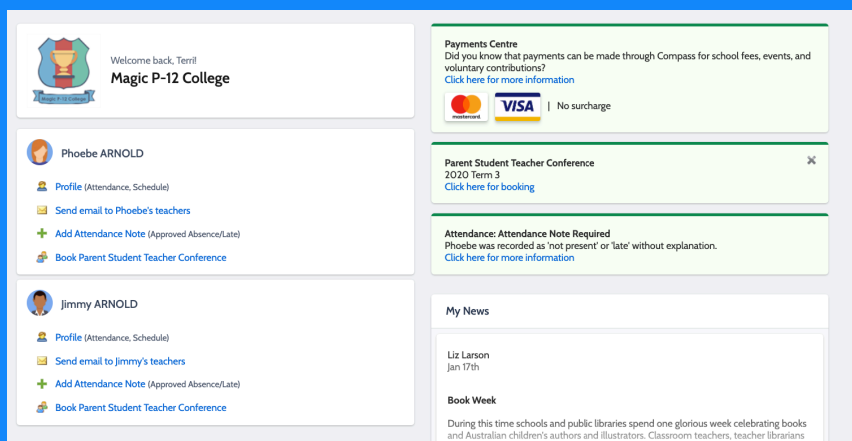
# School Fees & Contributions Parent Guide

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



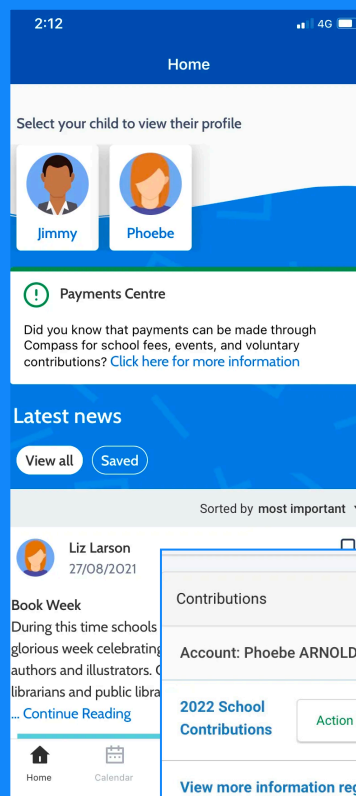
## Web Browser

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



## Compass App

Select Payments Centre from your Home Page.

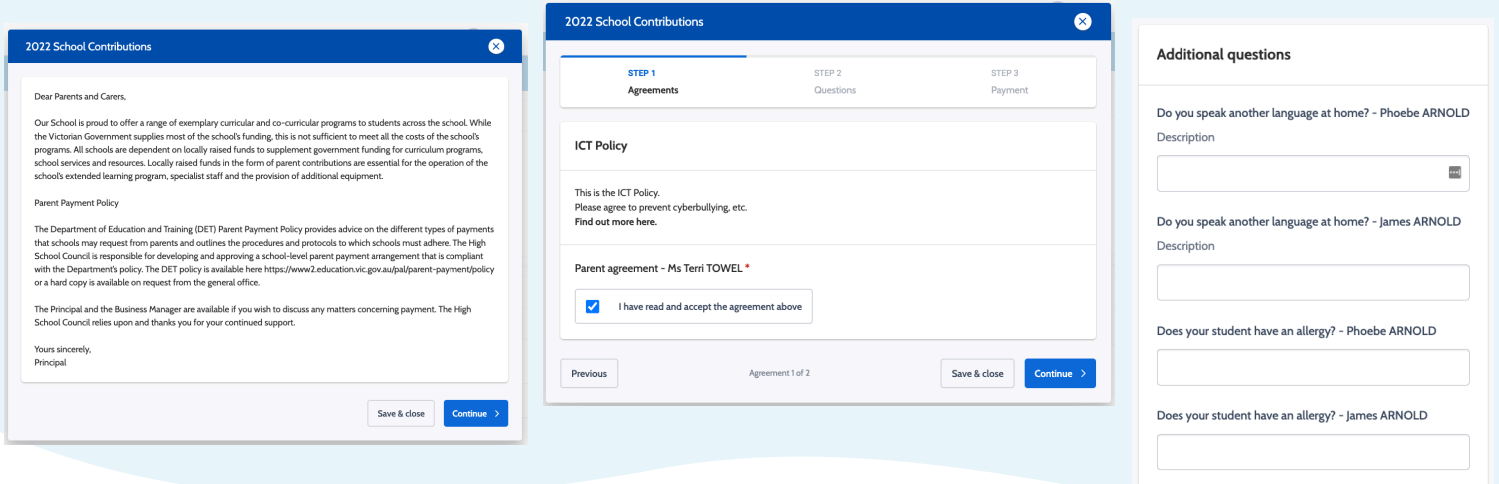




## 1. Description, Agreements & Questions

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/pal/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

**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

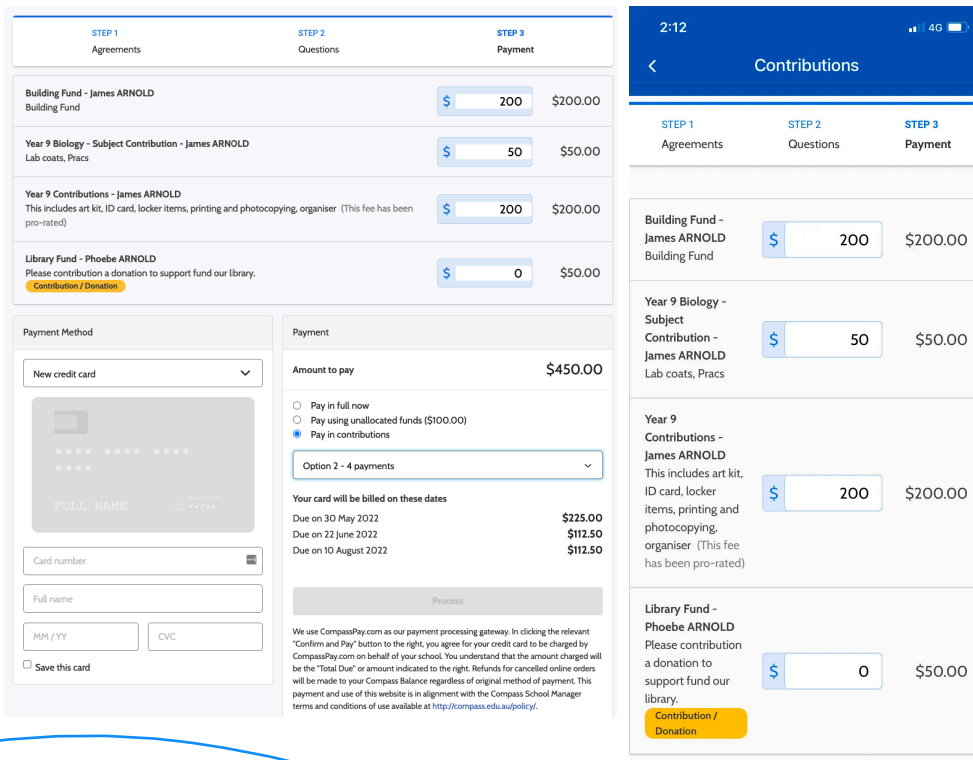
Does your student have an allergy? - Phoebe ARNOLD  
Description

Does your student have an allergy? - James ARNOLD  
Description

## 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 Building Fund	\$ 200	\$200.00
Year 9 Biology - Subject Contribution - James ARNOLD Lab coats, Pracs	\$ 50	\$50.00
Year 9 Contributions - James ARNOLD This includes art kit, ID card, locker items, printing and photocopying, organiser (This fee has been pro-rated)	\$ 200	\$200.00
Library Fund - Phoebe ARNOLD Please contribution a donation to support fund our library. <b>Contribution / Donation</b>	\$ 0	\$50.00

**Payment Method**

New credit card

Payment

Amount to pay **\$450.00**

Pay in full now  
 Pay using unallocated funds (\$100.00)  
 Pay in contributions

Option 2 - 4 payments

Your card will be billed on these dates

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

Building Fund - James ARNOLD Building Fund	\$ 200	\$200.00
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## 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/Unallocated Funds

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

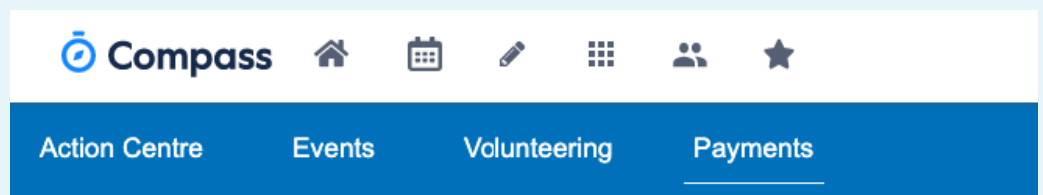
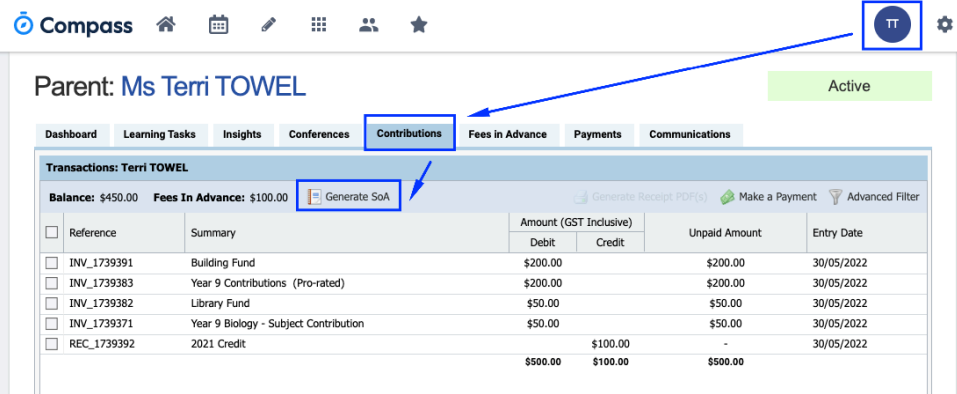
The amount you're choosing to pay here will need to equal the credit amount.

### 3. 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.

Parent: Ms Terri TOWEL Active

Dashboard Learning Tasks Insights Conferences **Contributions** Fees in Advance Payments Communications

Transactions: Terri TOWEL

Balance: \$450.00 Fees In Advance: \$100.00 Generate SoA Generate Receipt PDF(s) Make a Payment Advanced Filter

Reference	Summary	Amount (GST Inclusive)		Unpaid Amount	Entry Date
		Debit	Credit		
<input type="checkbox"/> INV_1739391	Building Fund	\$200.00		\$200.00	30/05/2022
<input type="checkbox"/> INV_1739383	Year 9 Contributions (Pro-rated)	\$200.00		\$200.00	30/05/2022
<input type="checkbox"/> INV_1739382	Library Fund	\$50.00		\$50.00	30/05/2022
<input type="checkbox"/> INV_1739371	Year 9 Biology - Subject Contribution	\$50.00		\$50.00	30/05/2022
<input type="checkbox"/> 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.

