

Springwood Road State School

PAYMENT OPTIONS

Invoices/statements are emailed to the parent/caregiver email address recorded on the school database.
You may receive invoices and/or adjustment notes (for cancelled invoices).
Please read carefully before contacting the school office for clarification on emails received.

Springwood Road State School offers a variety of payment options for parents to pay for school activities, excursions, swimming, camps, etc.

- Pay in person
- **BPoint** (details on invoice)
- **Internet Banking**
- Centrepay deductions

PAYMENT IN PERSON:

Payment by Credit Card, EFTPOS, Cash or Cheque can be made at the school office **between 8:00am & 11:00am – TUESDAY, WEDNESDAY or THURSDAY only.**

PAYMENT BY BPOINT:

Payment can be made by CREDIT CARD through BPOINT. This is a simple and easy way to pay invoices from the School. On the bottom of our invoice you will find a BPoint web address, click on this and it will take you directly to a payment portal (similar to BPay) which will be prefilled with your student CRN identifier, invoice number and amount. Complete your credit card details and submit. Your payment is automatically tagged to your student's account within our school receiving system.

PAYING BY INTERNET BANKING: Direct Payment into School Bank Account

School's Bank Account Name: **Springwood Road State School General A/C**
BSB Number **064-170 (CBA Branch Springwood)**
Account Number **00090019**
Reference/Details: Please record both "**Student Surname, Initial and class AND Reference Code** (ie Brown,J 3ASwim) in the reference/details section so that your payment can be recorded correctly.
If insufficient details are supplied, payments will be applied to the oldest debt for that Family/Customer.

PAYMENT BY CENTREPAY DEDUCTIONS:

Direct Debit of Centrelink payment. Application form available from the school office. Form to be completed at school and faxed to Centrelink by the school. Original kept at school office. Minimum fortnightly deductions of \$25.

Please note if choosing BPoint or Internet Banking there can be a 48 hour delay between banking institutions before the data shows up on our statement. Please do not leave payment until the due date as it will not show on our bank statement. Payments MUST be made 3 days prior to the due date.

If you wish to take advantage of a payment plan for camps etc, this must be organised with the Principal or Deputy Principals when you first receive notification about an activity – do not leave until payment is due.

All money for excursions needs to be finalised by the due date or the students will not be attending the excursion. A due date will be included on all letters regarding school activities.

Parents will be given at least 3 weeks notice of an excursion / activity.

Many excursions/activities are non-refundable after the closing date, as once the school commits to certain student numbers many expenses are finalised.

Any payments to the P&C Association (eg fundraising) are separate to school activities. Do NOT use the school's bank account to pay these.

Please see the Principal or Deputy Principals for confidential assistance if your family is in difficult financial circumstances.