



## **BPay Policy**

### **Westgrove Primary School**

#### **RATIONALE**

- Westgrove Primary School is committed to providing the best possible educational opportunities for all students.
- Parent Contributions make it possible for the School to maintain its high standards of education in quality facilities.

#### **AIMS**

- Westgrove Primary School is committed to providing a range of options to parents to make the payment of Essential & Optional Education Items as easy as possible. As well as cash or cheque payments, we offer credit card and EFTPOS. BPay is another payment alternative.

#### **GUIDELINES FOR ACTION**

- BPay transactions will be recorded using the Department of Education and Early Childhood Development (DEECD) CASES21 Finance program and in accordance with the program's Process Guide instructions.
- Parents should email the School at [Westgrove.ps@edumail.vic.gov.au](mailto:Westgrove.ps@edumail.vic.gov.au) for the attention of the Business Manager and quote the date paid, amount being paid the name of the student the payment relates to.
- If the School does not receive this advice within two (2) days of the payment being received, the funds will be allocated at the School's discretion (excluding voluntary grounds charge).
- Alternatively, Parents/Guardians can forward the remittance advice portion of their Statement of Account (if they have a copy) with the charges being paid clearly marked, as shown below:

30 October 2008

Sl No	Student Name   Number	Invoice Date	Charge Number	Amount Owing	Payment Endorsed
3	LE00051	29/01/2008	DF10001024	70.00	
10	LE00051	05/06/2008	DF10001742	110.00	✓
26	LE00051	05/06/2008	DF10001721	200.00	✓

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

Total \$380.00

#### **EVALUATION:**

Approved by Westgrove Primary School Council.