



BPay Policy

Purpose:

Maldon Primary School is committed to providing the best possible educational opportunities for all students. Parent contributions to the education of their children, in the form of fees, excursion charges etc., are vital to ensure the school continues to provide a high standard of education in well-equipped facilities.

Maldon Primary School provides a range of options to parents to make the payment of school fees and expenses as easy as possible. As well as cash or cheque payments over the counter at the Office, we offer direct credit as well as EFTPOS (on book collection day only). BPay is another payment alternative for parents and enables them to make payments at their convenience, any time of the day or night.

Implementation:

- BPay is a secure electronic banking product and each family has a unique biller code to enable the school to identify the source of the payment. This unique code appears on family statements.
- BPay transactions will be recorded using the DEECD CASES21 Finance program in accordance with the appropriate Process Guide instructions.
- To ensure the correct allocation of payments, parents are required to: forward the remittance advice from their statement (if they have one) with the charges being paid marked **OR** email the school at maldon.ps@edumail.vic.gov.au for the attention of the Business Manager and explain what the payment is for **OR** visit the school office to explain what the payment is for.
- If the school does not receive this advice within two (2) days of the payment being made, the funds will be allocated to the oldest outstanding account for the family. Once funds are allocated against an account they cannot be re-allocated to another.
- If excursions/camps are paid for using BPay parents are still required to return permission forms to the office.

This BPay policy was endorsed by School Council in February, 2017