



BPay Policy

PURPOSE

Maldon Primary School is committed to providing a range of payment options to families to make the payment of school fees, voluntary contributions, camps, excursions and other charges as easy as possible. Fees and charges can be paid by cash, cheque, direct credit, EFTPOS (on book collection day only) or BPay. BPay is an electronic bill payment service providing families with the option of paying their school account at any time, day or night.

POLICY

- 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 imported and recorded using the DET Cases21 Finance program in accordance with the Schools electronic funds management guidelines.
- Funds will then be allocated against the families outstanding charges at the schools discretion unless families advise otherwise. If families would like the funds to be allocated as per their specifications they must contact the school within two (2) business days of the payment being made and discuss their requirements with the Business Manager.
- If excursion/camps are paid for using BPay parents are still required to complete the necessary permission forms.

REVIEW CYCLE

This policy was last approved by School Council in June 2020 and is scheduled for review in February 2021.

