



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 contributions, 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 contributions 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 stationery pack 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. This policy intends to inform the school community on how BPay operates and is implemented at Maldon Primary School.

POLICY

Records and receipting

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 receipted using the DEECD CASES21 Finance program in accordance with the appropriate Process Guide instructions.

Allocation of BPay payments

To ensure the correct allocation of BPay 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@education.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.

Payments for Camps and Excursions

If excursions/camps are paid for using BPay parents are still required to return permission forms to the office.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Included in induction processes and training for relevant staff
- Available publicly on our school's website
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2021
Approved by	Principal
Next scheduled review date	February 2023