



Statement of Accounts - Online Payments

Sylvania Heights Public School will now be sending student statement of accounts directly to parents via email. These statements will include a unique link to make secure payment online through the Westpac Parent Online Payment (POP) system (Visa/Mastercard credit & debit cards accepted).

To make an online payment for your child(ren)'s school fees, please follow the steps below:

1. You will receive an email from the school's email address (sylvaniaht-p.school@det.nsw.edu.au) with the subject 'Student Statement of Account'. All children in a family will be included in the same email.



Sample High School sample-h.school@det.nsw.edu.au via mail.schoolbytes.education

To me

Dear Parent,

Please find attached the statement of account for your child – **John Citizen**

Payment can be made online via our Westpac Parent Payment System. Use the link(s) below to pay using a debit or credit card (MasterCard/Visa)

John Citizen: <https://www.parentpayments.com.au/portal-payment/1234/1234xxxx>

Alternatively, cash or cheque payment can be returned to the school (**credit card payment can only be made online**). If paying by cash or cheque, please print and enclose a copy of this statement in an envelope with your payment.

Thank you

2. To make an online credit card payment, click the secure payment link next to your child's name in the email.

John Citizen: <https://www.parentpayments.com.au/portal-payment/1234/1234/xxxx>

3. Once this link is clicked, you will be taken to the following screen. On this screen, you will see a list of all currently outstanding school fees for your child. **By default, all fees are selected/ticked for payment.**

Parent Online Payment Portal

Sample High School

Statement of Account for John Citizen

Listed in the table below are the items currently owing on the statement of account for your child. Use the checkboxes to select what items you wish to pay at this time.

Once completed, fill out the 'Payer Details' and press 'Next' at the bottom of the page.

N.B. Payments made online can take up to 48 hours to be processed by the school and reflected on this payment page.

<input checked="" type="checkbox"/>	Date	Due	Fee Name	Amount	Paid	Balance Owing (\$)
<input checked="" type="checkbox"/>	09/02/2016		W9 Graphics/Technical Applications	\$11.00	\$11.00	13.00
<input checked="" type="checkbox"/>	09/02/2016		W9 Tech/Engineering Applications	\$28.00	\$28.00	39.00
<input checked="" type="checkbox"/>	09/02/2016		W9 Info/Visual Arts/Design Applications	\$119.00	\$119.00	139.00
<input checked="" type="checkbox"/>	09/06/2016		Zero Attel - Annual 1500	\$10.00	\$10.00	10.00
<input checked="" type="checkbox"/>	27/01/2017		W10 Annual/Visual Arts/Design	\$139.00	\$139.00	139.00
<input checked="" type="checkbox"/>	27/01/2017		W10 Sport - Annual/1500	\$160.00	\$160.00	160.00
<input checked="" type="checkbox"/>	27/01/2017		W10 Music - Annual/1500	\$17.00	\$17.00	17.00
<input checked="" type="checkbox"/>	27/01/2017		W10 Technology - Annual/1500	\$30.00	\$30.00	30.00
<input checked="" type="checkbox"/>	01/02/2017		W10 Maths - Annual/1500	\$24.00	\$24.00	24.00
<input checked="" type="checkbox"/>	07/02/2017		W10 Building - Annual/1500	\$140.00	\$140.00	140.00

Grand Total: \$1028.00

4. If you wish to change the amount you would like to pay for an item, enter the desired amount in the text field under the column 'Balance Owing'.

To not pay for a certain item, untick the checkbox in the left-hand column of the table next to the fee you wish to remove.

<input checked="" type="checkbox"/>	27/01/2017	Yr10 Technology Support	\$30.00	\$0.00	30.00
<input checked="" type="checkbox"/>	01/02/2017	Yr10 Maths - online programs	\$24.00	\$0.00	24.00

5. Once you have selected what fees you wish to pay, enter your name, phone number and email address under 'Payer Details'. This allows the school to know which parent/caregiver is making the payment.

Now, press the 'Next' button to be redirected to a secure Westpac site to finalise your online payment.

<input checked="" type="checkbox"/>	01/02/2017	Yr10 Info & Software Tech - Consumables	\$10.00	\$0.00	10.00
<input checked="" type="checkbox"/>	16/05/2017	Mathematics Competition 27/7/17	\$6.00	\$0.00	6.00

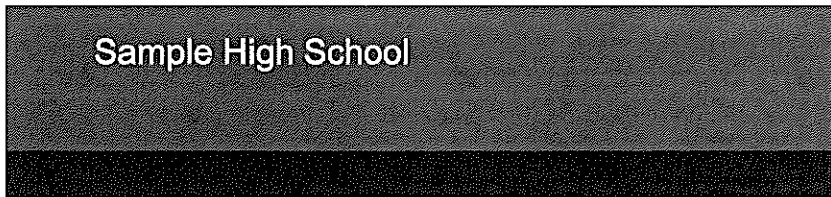
Grand Total \$1028.00

Payer Details

Your Name: Contact Phone Number: Contact Email:

You will be redirected to a secure Westpac site to make your online payment.

6. Once redirected to Westpac, you will see the following screens. All the required fields will be automatically completed for you. **YOU DO NOT NEED TO MODIFY/EDIT ANY OF THE PRE-POPULATED TEXT.** Simply click 'Next' at the bottom of the page.



Payment Details

Fields marked with an asterisk (*) are mandatory.

The process for making a payment is as follows:

1. Fill out all the required fields on this page.
2. Fill out credit card payment details on the next page.
3. Review and confirm your payment details on the confirmation page.
4. Review your payment receipt and optionally print it, or send it as an email.

Student Details

Student Registration Number

If this 9 digit number is on the Statement issued by the school it will be to the left of the student's name

* Given Name

* Surname

Class or Year

Ref. or Invoice Number

This number may be on the top of the invoice or statement issued by the school. It may have the heading Ref

Payer Details

* Full Name

* Contact Phone Number
e.g. 0240512345 or (02)49512345

* Contact Email Address

Payment Options

Please select which items you would like to make a payment or donation for:

Voluntary School Contributions

* Payment Description
* Payment Amount

Subject Contributions

Excursions

Sport

Creative and Practical Arts

Sales to Students

Other

Total Payment Amount

Click Next to proceed to the payment page where you can enter credit card details for your payment.



IF YOU REALISE YOU HAVE MADE A MISTAKE IN SELECTING WHAT ITEMS YOU WISH TO PAY ON THE PREVIOUS PAYMENT PORTAL SCREEN, PLEASE CLICK THE LINK IN THE ORIGINAL EMAIL AND START AGAIN. DO NOT MODIFY THE WESTPAC FORM DIRECTLY.

7. Enter your credit card details into the appropriate text fields on this screen. Once ready, press 'Next'.

Payment Details

Fields marked with an asterisk (*) are mandatory.

You are paying to:

Payment Amount: \$100.00 AUD

* Card Holder Name:

* Credit Card Number:

* Card Expiry Month:

* Card Expiry Year:

* Card Verification Number (CVN): [What's this?](#)

Click **Next** to proceed to the confirmation page where you can review your payment details.

8. You will then see a payment summary screen where you confirm your details. When ready, press the button at the bottom of the page to confirm and make your online payment.

NOTE: To pay for another child in the family, return to the original email you received and click the payment link next to the other child's name.