



## BPay POLICY

**Rationale:** Moonee Ponds 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:** Moonee Ponds Primary School is committed to providing a range of options to parents to make the payment of the school charges as easy as possible. As well as cash or cheque payments over the counter at the front office, we offer Credit Card, EFTPOS and an Excursion Levy. BPay is another alternative.

BPay is a secure electronic banking product identified on a supplier/creditor account with a unique biller code.

### Implementation:

- BPay transactions will be recorded using the Department of Education and Training (DET) CASES21 Finance Program and in accordance with the program's Process Guide instructions.
- To ensure the correct allocation of payments, parents are asked to forward the remittance/payment advice from the excursion, incursion, activity, camp advice placing a tick in the BPay Option box. Also, an email to the school at [moonee.ponds.ps@edumail.vic.gov.au](mailto:moonee.ponds.ps@edumail.vic.gov.au) for the attention of the Business Manager quoting the date paid, amount being paid, the name of the activity and the name of the student for whom the payment relates to.
- If the School does not receive this advice within (2) days of the payment being received, the funds will be allocated to student charges at the School's discretion (excluding any voluntary charges).
- Alternatively, Parent/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:

Student Number	Invoice Date	Charge Number	Amount Owed	Payment Enclosed
ADE0050	15/05/2008	DF10001677	15.00	
ADE0050	23/05/2008	DF10001627	15.00	
ADE0050	01/03/2009	DF10001705	500.00	<input checked="" type="checkbox"/>
ADE0050	01/02/2010	DF10001891	490.00	<input checked="" type="checkbox"/>

\$990.00 paid by BPAY on  
10/02/2010  
Receipt No: 34978257

Total \$1,020.00  
Please cut off on dotted line and return this portion with your payment. Your reference: P7 ADE0050

**Evaluation:** This Policy will be evaluated on an annual basis in February to align with the DET Calendar.

**Key Person responsible for development of the MPPS BPAY Policy:** Principal

This policy was last ratified by School Council in....

March 2018