

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:

* Date of Birth (dd/mm/yyyy)

e.g. 31/01/1980.

Required if only one of 'Class or Year' or
'Invoice Number' are filled.

Payer Details

* Full Name

* Contact Phone Number

e.g. 0249512345 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

☒ Subject Contributions

* Payment Description 1

* Payment Amount 1

* Payment Description 2

* Payment Amount 2

Add Payment

Remove Payment

☐ 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.

Cancel

Next




2. Entering payment card details.

The payer enters Visa or MasterCard **credit or debit** cards details.

Payment via American Express, Diners Club, EFTPoS or PayPal cannot be used.

Payment Details

Fields marked with an asterisk (*) are mandatory.

You are paying to:	Abbotsford Public School	
Payment Amount:	\$35.00 AUD	
* Card Holder Name:	<input type="text"/>	
* Credit Card Number:	<input type="text"/>	
* Card Expiry Month:	<input type="text" value="01"/>	
* Card Expiry Year:	<input type="text" value="2012"/>	
* Card Verification Number (CVN):	<input type="text"/>	What's this?

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

Back

Cancel

Next

When the details are completed select *Next* to move to the Confirm Payment Details screen. Choose *Back* go to the previous screen to view or amend details.

3. Confirm payment data entered

This page displays the information that has been entered. By selecting *Modify Payment Details* the student or payment details can be modified. The credit card details can be changed by selecting *Modify Credit Card Details*.

If the information is correct enter the Captcha Verification Code and select *Make Payment*, and wait while the payment is processed.

Confirm Payment Details

Please confirm your payment details.

You are paying to:

Abbotsford Public School

Student Details

Student Registration Number

234516789

Given Name

Bradley

Surname

Hood

Class or Year

7R2

Invoice number

Not provided.

Date of birth

23/02/2000

[Modify Payment Details](#)

Payer Details

Full Name

Jacqueline Hood

Contact Phone Number

0292669999

Contact Email Address

jacqueline.hood@det.nsw.edu.au

Payer Details

Full Name

Jacqueline Hood

Contact Phone Number

0292669999

Contact Email Address

jacqueline.hood@det.nsw.edu.au

Payment Summary

Subject Contributions

Visual Arts

\$15.00 AUD

Industrial technology

\$20.00 AUD

Total Payment Amount

\$35.00 AUD

Card Holder Name

Jacqueline Hood

Credit Card Number

411111xxxxxx111

Expiry Date

01 / 2016

Captcha Verification Code:



Unclear? [Generate a new Captcha Verification Code](#)

Enter Captcha Verification Code here:

Use **Modify Payment Details** or **Modify Credit Card Details** to move to the previous screens. When you are ready to make your payment, click **Make Payment** below.

[Modify Credit Card Details](#)

[Cancel](#)

[Make Payment](#)

4. Receipt

The Online Payment Receipt is displayed indicating that the payment was successful.

Online Payment Receipt

Your payment was **successful**. Please retain the receipt number for your records.

Receipt Number: 1003634601
Date: 19 Sep 2012 11:22
You have paid to: Abbotsford Public School

Student Details

Student Registration Number 234516789
Given Name Bradley
Surname Hood
Class or Year 7R2
Invoice number Not provided.

Date of birth 23/02/2000

Payer Details

Full Name Jacqueline Hood
Contact Phone Number 0292669999
Contact Email Address jacqueline.hood@det.nsw.edu.au

Payment Summary

Subject Contributions	Visual Arts	\$15.00 AUD
	Industrial technology	\$20.00 AUD
Total Payment Amount:		\$35.00 AUD

Card Holder Name: Jacqueline Hood
Credit Card Number: 411111...111
Expiry Date: 01 / 16

Send receipt email to:

The receipt number can be recorded and/or the Online Payment Receipt can be printed by selecting *Print*.

The receipt can be emailed to the address as shown, or the email address can be edited, if no changes are required select *Send*. When *Send* is selected an acknowledgement that the receipt has been emailed will be displayed next to the email address.

There are two other options, either *Make Another Payment* or *Close*.

Make Another Payment is used to make payments for another student.

EXAMPLE OF A PARENT/CARER EMAIL

If an email receipt is requested the parent/carer will receive an email **with a PDF attachment of the receipt**, this is an example of the email and the printed pdf attachment.
Dear Sir/Madam

Please retain the following information as confirmation that your payment has been received and processed successfully by Abbotsford Public School.

Receipt Number: 1003634601

Date: 19 Sep 2012 11:22

You have paid to: Abbotsford Public School

Total Payment Amount: \$35.00 AUD

Card Holder Name: Jacqueline Hood

Credit Card Number: 411111...111

Expiry Date: 01/16

Regards,
Abbotsford Public School

Online Payment Receipt

Dear Sir/Madam

Please retain the following information as confirmation that your payment has been received and processed successfully by Abbotsford Public School.

Receipt Number: 1003634601
Date: 19 Sep 2012 11:22
You have paid to: Abbotsford Public School

STUDENT DETAILS

Student Registration Number: None provided
Student Name: Bradley Hood
Class or Year: 7R2
Ref. or Invoice Number: None provided
Date of Birth: 23/02/2000

PAYER DETAILS

Full Name: Jacqueline Hood
Contact Phone Number: 0292669999
Contact Email Address: jacqueline.hood@det.nsw.edu.au

PAYMENT SUMMARY

Payment Option	Payment Description	Payment Amount
Subject Contributions	Visual Arts	\$15.00 AUD
Subject Contributions	Industrial technology	\$20.00 AUD
	Payment amount	\$35.00 AUD

Card holder: Jacqueline Hood
Credit card number: 411111...111
Expiry date (mm/yy): 01 / 16

PAYING FOR MULTIPLE STUDENTS

When paying for more than one students the "*Make Another Payment*" option should be selected on the Online Payment Receipt screen.

There is no option to add multiple students to a single payment as the details on the initial screen relate to one particular student only.

You can still make payments in the usual manner i.e. at the school office using cash, cheque, and some schools accept EFTPOS.

SESSION TIMED OUT

If you are delayed in making a payment you will be logged out of the session and the following screen will be displayed:

Payment Session Expired

Your session has expired. If you still wish to make a payment you can return to the start of the payment process and try again.



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You will need to recommence the process from the beginning.