

BPAY FINANCE POLICY

RATIONALE:

- Baden Powell College P – 9 is committed to providing the best possible educational opportunities for all students.
- Parent Contributions make it possible for the College to maintain its high standards of education in quality facilities.

GOALS:

- Baden Powell College P – 9 is committed to providing a range of options to parents to make payments to the school as easy as possible. As well as cash, cheque, credit card or EFTPOS payments over the counter at School Office, we offer BPay payment facilities.

GUIDELINES:

- BPay transactions will be recorded using the Department of Education and Training (DE& T) CASES21 Finance program and in accordance with the appropriate Process Guide instructions.
- BPay transactions will be for payment of school levies, camps and excursions and other activities where individual charges are raised against individual students for amounts larger than \$20.00.
- BPay will not be available for transactions less than \$20.00.
- To ensure the correct allocation of payments, parents are asked to forward the remittance advice from their statement (See example below) with the charges being paid marked. If the School does not receive this advice within two (2) days of the payment being made, the funds will be allocated at the School's discretion. Alternatively, parents may email the School at bpay@bpc.vic.edu.au for both the Derrimut Heath and Tarneit Campuses for the attention of the Business Manager and quote the details of the payment being made with relevant contact numbers.
- When payments are made using BPay, the school's excursion/incursion permission forms are still required to be returned to school. Parents should write "Paid by BPay" on these forms when they are returned.

30 October 2008

Student Number	Invoice Date	Charge Number	Amount Owing	Payment Enclosed
LEO0051	29/01/2008	DF10001024	70.00	
LEO0051	05/06/2008	DF10001742	110.00	✓
LEO0051	05/06/2008	DF10001721	200.00	✓

*\$310 paid by BPAY on
01/02/2009
Rec No: 123456*

Total \$380.00

IMPLEMENTATION:

- This policy was implemented in May 2010.

EVALUATION:

- The policy will be reviewed annually.