

# IMPORTANT PARENT PAYMENT INFORMATION FOR 2016

## WAYS TO PAY

Payment Options	Explanation	How to set this up
<b>BPay</b>	<i>Payment made directly to the school by using your BPay Biller Code and Reference No. If using this form of payment your child's excursion payment slip must be accompanied by a dated BPay receipt number (or a copy of the BPay receipt) and an itemised list of all activities being paid for.</i>	<b>Either call into the office or phone and we'll send your statement home (this contains your BPay codes).</b>
<b>Direct Debit</b>	<i>Payment made directly to our school bank account. Please include child's name and what you are paying for in the reference field.</i>	<b>If you wish to direct debit to our school bank account either call into the Office or phone and we will provide you with our bank details.</b>
<b>Cash, cheque or EFTPOS</b>	<i>Cash or cheques directly to the office. EFTPOS machine at the office</i>	<b>EFTPOS machine at the office for cheque/savings/credit card payments</b>

## PREPAYMENTS

Making regular payments can greatly assist parents with payment costs during the year. It may be as little as \$10 a week! Any spare money can be put on your account at any time.

Prepayments can be made by:

- Placing cash or a cheque in an envelope and sending it to school with your child
- Setting up regular BPay payments
- Calling into the office and making payments by using the EFTPOS machine

Any prepayments are receipted against your account and then allocated off fees as needed.

## ASSISTANCE

If you would like to make prepayments to cover costs for the year please contact the office to speak to the Business Manager.

Phone : 5977 5421      Fax : 5977 8867  
EMAIL: [somerville.ps@edumail.vic.gov.au](mailto:somerville.ps@edumail.vic.gov.au)