



Parent Payment Schedules are a paperless direct debit system within the Parent Portal which allows parents to manage and track your school payments throughout the year from within the Parent Portal.

Payment Schedules can be created following the issue of Annual Statements in mid-January each year.

To begin the process of setting up your repayments, logon to your Parent Portal.

Once you are in the Parent Portal you are able to begin the process of setting up your repayments. Select **School Fee Account** from **Accounts & Payments** tab in the menu bar to move into the relevant screen.



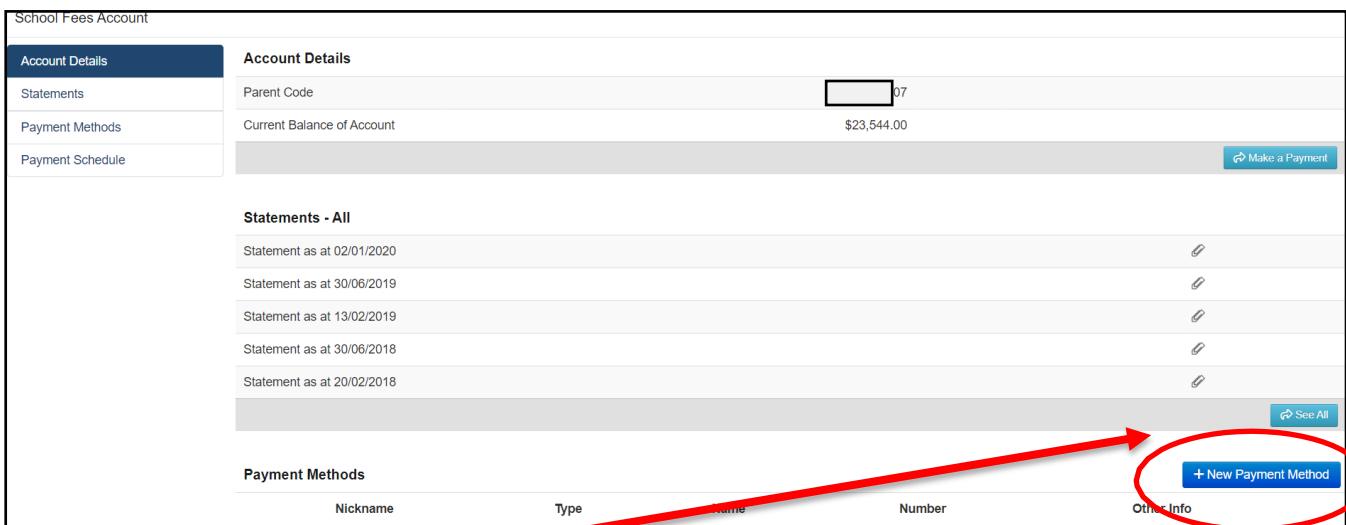
After selecting this option, you will see a home screen that lists your current school fee account balance in the top portion. Statements are available by clicking on the paper clips.

STEP 1 SET UP or MAINTAIN PAYMENT METHOD

The Payment Methods section is where you will nominate the credit/debit card or bank account that you wish to link to the Payment Schedule for payment of your School Fees.

You must first set up the account(s) that you wish payments to be deducted from. There are two options:

- Credit/Debit Card
- Bank account



+ New Payment Method

Click on **+ New Payment Method** - which will link you to the School EasyPay new payment method pop up box for you to select your payment method - either Credit/Debit Card OR Bank Account from the tabs.



The image shows two side-by-side screenshots of the 'New Payment Method' form. The left screenshot shows the 'Credit / Debit Card' tab selected and circled in red. The right screenshot shows the 'Bank Account' tab selected and circled in red. Both forms include a warning 'This is a test environment.', a 'TASS (TASS)' label, a 'Terms and Conditions' checkbox, and an 'Authorise' button.

Enter the required details and after reading the **Terms and Conditions**, check the “*I have read, understood & agree with the Terms & Conditions*” before clicking on **→ Authorise** to authorise your payment details.

The image shows a modal dialog box titled 'Authorising the bank...'. It features a large blue 'i' icon, the text 'Authorising the bank...', 'Please wait...', a blue circular progress indicator, and a 'Cancel' button at the bottom left.

Your payment details will then be authorised.

For security purposes, all payment details are tokenised and **not** stored in the system for security purposes. Upon initial set up your account will be charged \$0.01 by School EasyPay. This is to verify the account details and is reversed in 2-3 business days.

Payment Methods	
Nickname	Type
Karl CC 	Visa
Mums Bank Account 	Bank Account

Once payment details have been verified and tokenised they will show in the Parent Portal.

You are able to update your payment method if changes are required (e.g. if you have received a new credit card or you choose to change from

credit/debit card to bank account or vice versa) and apply a nickname to a payment method for easy identification.

NOTE – more than one payment method can be listed. However, only one payment method can be used per individual instalment. Payment methods can only be deleted where no payments have been made against the particular payment method.

STEP 2 ADD PAYMENT SCHEDULE


Now that you have entered account details, the Payment Method and Payment Schedule (Frequency) needs to be selected.


Select  and the following screen will appear:

Add Payment Schedule

* Payment Method

* Payment Schedule

First Instalment Date 

Last Instalment Date 

LAST STATEMENT OUTSTANDING BALANCE AUD 12,973.25

Building fund donation AUD 175.00

Special Additional Levy 1 AUD 60.00

Special Additional Levy 2 AUD 15.00

PAYMENT TOTAL AUD 13,223.25

Instalment Amount AUD






No. of Instalments


1. Select the Payment Method (bank account or credit/debit card).
2. Select the Payment Schedule – Weekly, Fortnightly, Monthly or Quarterly
3. Select the Start Date and End Date of your payment Schedule – these must be within the First Instalment Date and Last Instalment Date. All instalment schedules will finish on or before 23/12/2022.
4. The St Columba Anglican School Building Fund is a voluntary, tax deductible donation. Amend this amount if desired and the Instalment Amount will be adjusted accordingly.

Based on your selections the system will advise you the date of your first instalment, date of your last instalment, instalment amount and number of instalments for the year.

Click on 

You will then be presented with your payment schedule with amounts & dates for the year based on your input.

Payment Schedule - Fortnightly							
Number	Instalment Date	Amount	Status	Payment Method	Delay Date		
1	14/01/2020	\$1,207.20	Future	Credit/Debit Card 		+	
2	28/01/2020	\$1,207.20	Future	Credit/Debit Card 			
3	11/02/2020	\$1,207.20	Future	Credit/Debit Card 			
4	25/02/2020	\$1,207.20	Future	Credit/Debit Card 			

You can adjust your Payment Method at any time for future payments e.g. change from Credit/Debit card to Bank account by clicking on 

Edit Instalment - 2

* Payment Method

Instalment Date

Instalment Amount

Update your Payment Method click on

Payment Schedule - Fortnightly

Number	Instalment Date	Amount	Status	Payment Method	Delay Date
1	14/01/2020	\$1,207.20	Future	Credit/Debit Card	
2	28/01/2020	\$1,207.20	Future	Credit/Debit Card	
3	11/02/2020	\$1,207.20	Future	Credit/Debit Card	
4	25/02/2020	\$1,207.20	Future	Credit/Debit Card	

You can delay the date of the instalment by a maximum of 2 days by clicking on



Edit Instalment - 1

* Payment Method
A payment processing fee will be added to this instalment

Instalment Date

Delay Date

Instalment Amount

Update your Delay Date & click on

Payment Schedule - Fortnightly

Number	Instalment Date	Amount	Status	Payment Method	Delay Date
1	14/01/2020	\$1,207.20	Future	Credit/Debit Card	15/01/2020
2	28/01/2020	\$1,207.20	Future	Bank Account	
3	11/02/2020	\$1,207.20	Future	Credit/Debit Card	

Should you require assistance in setting up or maintaining payment schedules – please contact the Statements Team via email to statements@scas.nsw.edu.au phone 02 6581 4188.