



1. Who is School EasyPay?

School EasyPay is a 100% Australian Owned & operated business dedicated specifically for Independent Schools.

School EasyPay is Level 1 Payment Card Industry Data Security Standard (PCI DSS) Compliant which is the highest level. This ensures that your card and banking details are securely handled and stored.

With School EasyPay, schools can accept payment from bank accounts and nominated credit card & debit cards. This easy and convenient solution processes payments from the parent's accounts and forwards the funds to the school's nominated bank account.

"School EasyPay" will be the reference on your statement for automatic payments set up. This is the 3rd party managing the payment system on behalf of St Columba Anglican School.

2. Can I make payments with School EasyPay from credit cards and debit cards?

Yes, you can pay by nominated credit card or debit card. Credit card payments may enable you to earn reward points and utilise interest free days.

3. Can I split my fees payment through School EasyPay with another parent / grandparent / etc.?

No. SCAS does not offer split billing and therefore this option is not available through School EasyPay. Contact the Statements Team via email to statements@scas.nsw.edu.au or phone 02 6581 4188 to discuss alternative payment methods.

4. How long after my payment has been made will SCAS receive my payment?

SCAS will receive funds from School EasyPay within 3 banking clearance days after the transaction has been processed. All payments made after 4.30pm AEST will be processed the following business day.

5. How do I know if my fee has been paid?

You can also login to the website and view your payment history. If a payment fails, you will be notified via email.

Benefits

6. What are the benefits to me of using School EasyPay?

There are numerous advantages to this system including;

- Flexible – pay by bank account, Visa, Mastercard or AMEX on the day and frequency that suits you
- No Cost Processing Fees – no processing fees for bank or card when setting up for direct debit
- Convenience – ability to change bank/card details in a secure environment and at your own convenience
- Secure Payments – no need to ever share your card details
- Save Time – set up for direct debit so you'll never forget a payment
- Payment Reminders – courtesy email to remind you of the date and amount of your direct debit
- Delaying payment - by up to 2 days

Change of Details

7. What do I do if I want to change my details or payment method?

Simply login to the Parent Portal to update your details.

Cancellations, Late and Rejected Payments

8. What do I do if I want to stop paying my fee with School EasyPay?

Contact the Statements Team via email to statements@scas.nsw.edu.au or phone 02 6581 4188 to delete your payment schedule and discuss alternative payment methods.

9. What happens if a payment through School EasyPay is rejected?

If a payment is rejected for any reason, you will receive an email notification advising you that your payment has failed. Contact SCAS to organise your payment. Before you do, check with your financial institution to ensure that everything is in order.

10. Will I incur a charge if a payment made through School EasyPay is rejected?

Yes, a \$15 rejection fee will be payable.

11. What happens if my credit card has expired?

Simply login to the Parent Portal to update your credit card details.

12. What happens if I lose my credit card or I get a new one, resulting in a new card number?

Simply login to the Parent Portal to update your credit card details.

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