

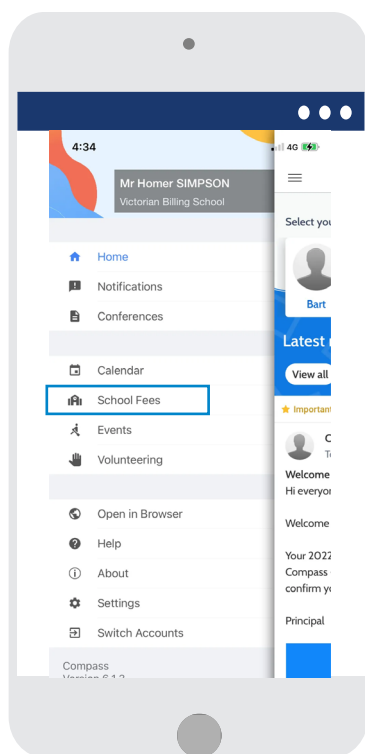
A Parent's Guide to Billing

A step by step guide to take you through paying your school contributions through the Compass App or Browser.



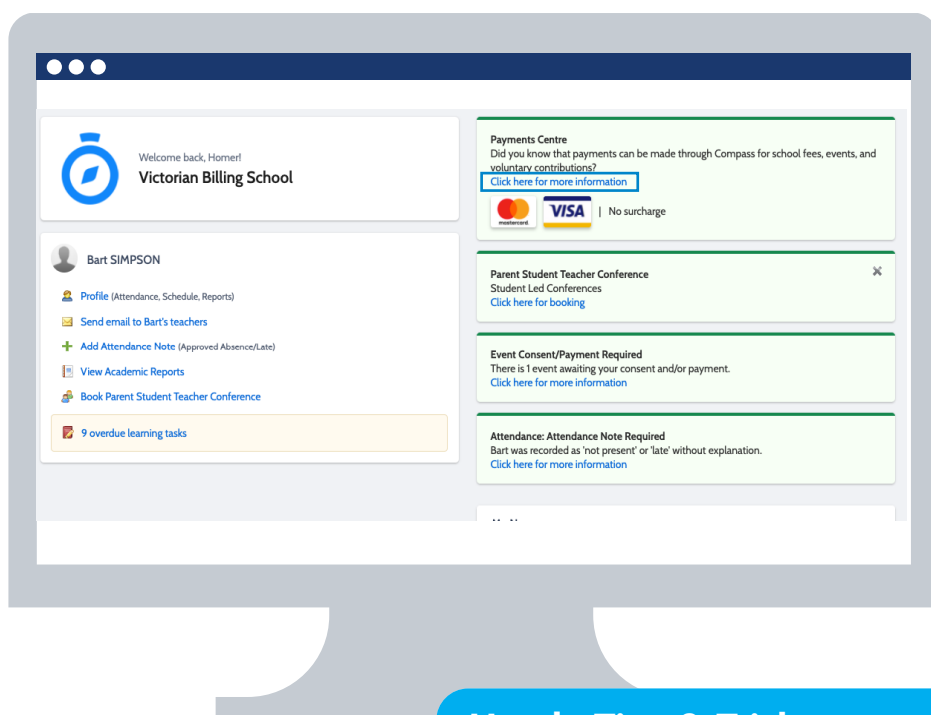
Compass App

- ✓ Select 'Contributions' from the 3 Bars / Side Menu



Web Browser

- ✓ Click the 'Payment Centre' Banner on your Home Page & select Contributions



Goodbye cash handling!

The Compass Payments Centre allows you to pay anytime, anywhere - reducing foot traffic and contact in the school office.

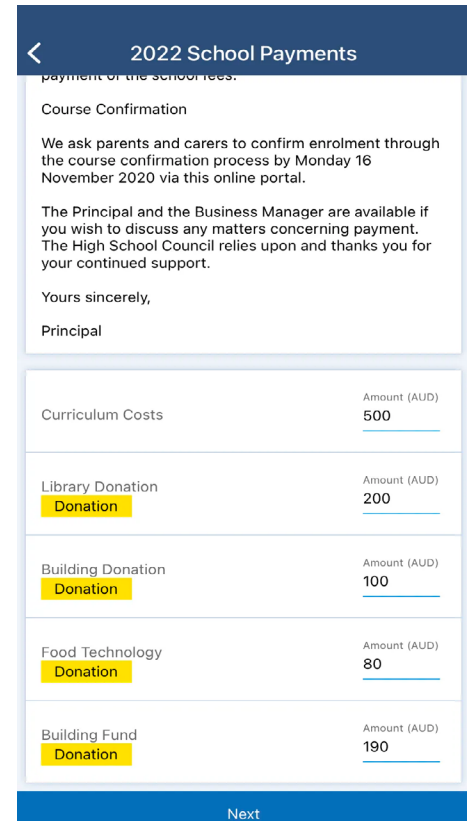
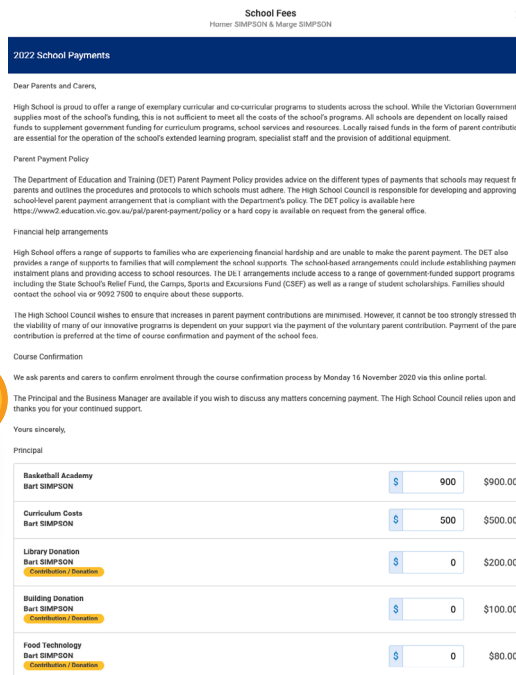


Handy Tips & Tricks

- ✓ You can access your payment history via Cog icon > My Payments.
- ✓ All transactions will send a receipt to your email.
- ✓ Access your Events & School Contributions all in the one place.
- ✓ Chip away at your fees, whenever suits you.
- ✓ Choose from a number of instalment options

Complete your Contributions

You'll always be able to access Payments Centre, so you can come in and pay again at any time, anywhere.




Once you're happy with the amount chosen, you can choose to pay in full or via instalments.

You'll see the instalment options set up by the school - with the relevant dates and charges. This will direct debit your card on those given dates.

Payment Method

New credit card



**** *
**** *

FULL NAME

Card number

Full name

MM / YY

CVC

☐ Save this card

Payment

Total of all charges (inclusive of discounts)	\$2,100.00
Less amount already paid	-\$700.00
Balance	\$1,400.00
Amount to pay	\$320.00

☐ Pay in full now
 ☒ Pay in instalments

Four Payments

Your card will be billed on these dates

Due on 15 November 2021	\$80.00
Due on 15 December 2021	\$80.00
Due on 15 January 2022	\$80.00
Due on 15 February 2022	\$80.00

Process

We use CompassPay.com as our payment processing gateway. In clicking the relevant "Confirm and Pay" button to the right, you agree for your credit card to be charged by CompassPay.com on behalf of your school. You understand that the amount charged will be the "Total Due" or amount indicated to the right. Refunds for cancelled online orders will be made to your Compass Balance regardless of original method of payment. This payment and use of this website is in alignment with the Compass School Manager terms and conditions of use available at <http://compass.edu.au/policy/>.

Confirm and Pay

Payment

Total of all charges	\$1,000.00
Less amount already paid	-\$500.00
Balance	\$500.00
Amount due	\$1,070.00

Pay in instalments

Four Payments

Your card will be billed on these dates

Mon, 15 Nov 2021	\$267.50
Wed, 15 Dec 2021	\$267.50
Sat, 15 Jan 2022	\$267.50
Tue, 15 Feb 2022	\$267.50

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