



BPay Policy

Rationale

Werribee Primary School is committed to providing the best possible educational opportunities for all students. Parent Contributions make it possible for the School to maintain its high standards of education in quality facilities

Aims

Werribee Primary School is committed to providing a range of options to parents to make the payment of School fees, charges, camps, excursions etc. as easy as possible. As well as cash or cheque payments over the counter at the Front Office, we offer credit card, EFTPOS, direct credit and electronic payment facilities. BPay is another payment alternative

Implementation

- BPay transactions will be recorded using the DET CASES21 Finance program and in accordance with the [Schools Electronic Funds Management Guidelines](#).
- To ensure the correct allocation of payments, parents are asked to forward the remittance advice from their statement 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 Schools discretion (excluding the Voluntary Levy).
- Alternatively, parents may email the School at werribee.ps@edumail.vic.gov.au for the attention of the Business Manager and quote the charge number being paid.

Evaluation

- This policy will be reviewed by School Council on an annual basis as per DET guidelines.
- The Finance Committee of School Council will be responsible for the review of this policy.

This policy was ratified by School Council on 21 February 2017