22 July 2014

Make Online Payments

It is now possible for parents to make online payments to the school for amounts owing for students, via a secure payment page hosted by Westpac. Payments can be made using either a Visa or MasterCard credit or debit card. The payment page is accessed from the front page of the schools website http://www.manlyvill-p.schools.nsw.edu.au by selecting $ Make a payment.

The following information is required when using this payment option.

You DO NOT need to enter the student registration number. Only the following student details are required:

- students name
- class
- date of birth.

Payer information must be entered.

Select Other on the Payment option section as follows:

Full payment of your invoice select
Enter Payment Description 1, eg semester fees
Enter Payment Amount of your invoice

Partial payment of your invoice choose the Other option
Enter Payment Description 1, eg dance
Enter Payment Amount 1
To enter additional payments click on Add Payment
Enter Payment Description 2, eg excursion
Enter Payment Amount 2
Click on Add Payment etc
The total payment amount will be calculated when Add Payment is activated.

These details are entered each time you make a payment as student information is not held within the payment system. This is a secure payment system hosted by Westpac to ensure that your credit/debit card details are captured in a secure manner, these details are not passed back to the school.

You have the ability to check and change any details of the payment before the payment is processed. Receipts can be emailed and/or printed. Details of the payments are passed daily to the school where they will be receipted against your child’s account. As a receipt has been issued from the payment page a further receipt will not be issued by the school.

For any enquiries regarding the Online Payment process please contact the School Administration Office.

Manly Village Public School
Office Administration

Peta Hanson
Relieving Principal