

## ASPLEY STATE SCHOOL

Maundrell Terrace, Aspley Qld 4034 | Phone: 07 3863 9111 | Fax: 07 3863 9100  
Email: [admin@aspleyss.eq.edu.au](mailto:admin@aspleyss.eq.edu.au) | Web: [www.aspleyss.eq.edu.au](http://www.aspleyss.eq.edu.au)

31 January 2018

<b>This letter is about:</b>	<b>Payment of school invoices</b>
<b>Action required:</b>	<b>Please read this letter carefully as it contains important information</b>

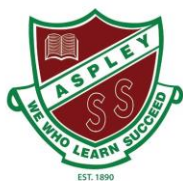
Dear Parents/Caregivers

Aspley State School has a variety of options available to parents and caregivers to pay the many excursions and activities in which your child participates. This letter is to not only explain and clarify the options, but also the processes within the school that influence the policies surrounding the collection of monies.

For each activity or excursion that involves the collection of a payment, the school chooses a **due date for payment**. We make this date as close as possible to the date of the activity, taking into consideration cut-off times for final numbers. This is usually one week prior to the excursion, unless it involves overnight stays, which requires more notice to the provider. The front page of the school newsletter displays the upcoming due dates for activities and excursions. As you know, we will not accept payments after this due date. This is not because we are being difficult or because we want your child to miss out. It is because the cut off time is the absolute latest we can adjust numbers.

The school has many activities and excursions happening and often the due dates for payments overlap. A due date is set so the office staff have sufficient time to reconcile payments and provide to the teachers a participant list and relevant medical details. The due date will always be clearly marked on the letter sent home to the parent / carer. It is the parent / carers responsibility to ensure that the payment is made on or before the due date. If you require a payment plan, please contact the office BEFORE the due date, so a plan can be arranged. There is information in regard to payment plans further along in this notice.

Invoices for activities and excursions are raised in the schools accounting system once all information required to calculate costs is approved. They are raised against the parent identified as being financially responsible for the child. This is the parent whose name appears first on the enrolment form. Once an invoice is raised, it will be emailed to all parents /carers who have selected email as their preferred method of contact. Within 2 days of an invoice being raised, it will show in your child's QParents account. Paper invoices will not be sent home unless a specific request is received. This is to reduce the environmental impact of paper waste.



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The options to make payment to the school are as follows:

- **BPoint** - Bpoint is the preferred method of payment for the payment of school invoices. BPoint payments can be made online at <https://www.bpoint.com.au/payments/dete> using any computer, laptop, iPad or smart phone that has access to internet, or by calling 1300 631 073. The information required to pay an invoice by BPoint can be found in the bottom left corner of your invoice. An example is below:

**Make a BPOINT Payment**

Supported by the Commonwealth Bank

Bill Code: 1002534 [Department of Education T...]

CRN:

Invoice Number:

Student Name:

Amount (AUD):

Select your payment option: ☐ MasterCard ☐ VISA ☐ MasterCard

**TAX INVOICE**

INVOICE NUMBER: 000000  
INVOICE DATE: 7-Nov-2014  
INVOICE REF.: 0000  
DEBITOR ID: 000000  
ORDER NUMBER: 000000

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David Bond  
74 SUNSHINE AVENUE  
MORNINGTON QLD 4384

Ryan Bond EQ Id: 000000000000G

Item Description	Quantity	Item Price	Inv. Amount
Camp	1.00	260.00	260.00
<b>INVOICE TOTAL:</b>			<b>260.00</b>

Full payment of Student Resource Scheme fees are required to participate in this program

**ALL 4 fields MUST be filled in!**

**Online Card Payment**

CRN: 0000000000

Invoice No. 000000

This invoice can be paid by card via BPoint  
<http://www.bpoint.com.au/payments/dete>

**PAYMENT METHODS**

Bill Code: 000000  
Ref: 000000000000

Telephone & Internet Banking - BPAY<sup>®</sup>  
Contact your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account. More info: [www.bpay.com.au](http://www.bpay.com.au)

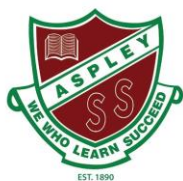
CRN: Customer Reference Number

To pay an invoice using BPoint, you must have your 13 digit CRN, your invoice number, child's name and the amount you are paying. All of these details are found on the invoice as above. You will also require your Credit/Debit Card details.

Bpoint uses a secure gateway provided by the Commonwealth Bank. It protects the credit card data of the cardholder and produces a receipt that can be emailed to the cardholder immediately after payment.

Once the BPoint transaction has occurred, the permission slip must be immediately sent to the school and placed in the deposit box at the office.

From Term 2, 2018 an iPad will be available in the office to access BPoint. Parents and carers are welcome to use this service during office hours.



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- **QParents** – Information on how to pay invoices via QParents can be found at the following link:  
<https://qparents.qld.edu.au/content/documents/QParents%20instruction%20guide%20for%20parents.pdf>

It is recommended that a QParents payment take place 3 business days prior to the due date. Once the QParents transaction has occurred, the permission slip must be immediately sent to the school and placed in the deposit box at the office.

- **Direct deposit** – Direct deposits can be made to the school bank account. References must include the child's name and activity or invoice number (ie- SmithErinSwimming or SmithErin14032). It is recommended that a direct deposit take place 3 days prior to the due date. The schools bank account details are as follows:

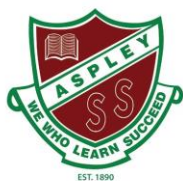
BSB: 064-151 (CBA Aspley)  
Account Number: 00901234  
Account Name: Aspley State Primary School General Account

Once the Direct Deposit transaction has occurred, the permission slip must be immediately sent to the school and placed in the deposit box at the office.

- The school currently accepts Visa and Mastercard. By term 2 2018, we will no longer be taking or entering Credit Card details at the school. Parents / carers will be directed to use BPoint. This can be done from your home computer, laptop, iPad or smart phone that has access to internet at <https://www.bpoint.com.au/payments/dete> or by calling 1300 631 073. By Term 2, 2018, parents/carers calling to make a credit card payment over the phone will be transferred through to the BPoint IVR (Interactive Voice Response) system. This will eliminate the need for credit card details to be entered by staff and then destroyed.

This move to using BPoint for all Credit Card and Debit Card transactions is the preferred recommendation under the PCIDSS (Payment Card Industry Security Standard). Parent / carers are urged to use BPoint as the priority method of payment.

- **Cash / Cheque** – In the event that a payment must be made by cash or cheque, it can be made at the office Monday to Thursday between the hours of 8.30am and 10.30am. Please place the cash or cheque in a payment envelope with the permission slip and deposit into the deposit box at the school office.



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When making a payment, please circle on the permission form which method you will be using. If paying by BPoint, QParents or Direct Deposit, please do not send the permission form in until the payment has been made. Payment by these methods are still due by the due date.

Processing times are as follows:

- BPoint: up to 2 business days
- QParents and Direct Deposit: up to 3 business days

### Payment Plans

For parents / caregivers who are finding themselves in financial difficulty, I encourage you to contact me as soon as possible so we may arrange an appropriate payment plan. Once a payment plan is approved, it becomes enforceable and any changes must then be renegotiated into a new plan. Payment plans are designed to have account balances paid off within the Term that the invoices are raised.

From Term 2, 2018 Payment Plans will utilise the BPoint eDDR (electronic Direct Debit Register). Deductions to your Credit Card / Debit Card / Bank Account will occur as specified in the agreement through BPoint. More information can be found at:  
<https://aspleyss.eq.edu.au/Supportandresources/Formsanddocuments/Documents/Current%20forms/Bpoint%20Payment%20Plan.pdf>

Existing payment plans prior to Term 2 will be managed with direct debit to credit card account taking place at the school level.

BPay has been deactivated at Aspley SS and the option to pay by BPay no longer exists. Newly created invoices do not include the option of BPay. If you have previously made payments by BPay please ensure you now select either BPoint, QParents or Direct Deposit.

The information above is provided to enable you to make the best choice to ensure that payments are received **by the due date**. Please feel free to contact me if you require any clarification on the information contained in this notice.

Amanda Troy  
Business Manager  
07 3863 9111  
[bsm@aspleyss.eq.edu.au](mailto:bsm@aspleyss.eq.edu.au)