



## ONLINE PAYMENT INSTRUCTIONS FOR CARLINGFORD HIGH SCHOOL

Carlingford High School's parent online payment portal (POP), is linked to the school's website. You are able to pay all school related payments via a computer, tablet, or mobile phone by credit card through this link. A 'Make Payment' link is located on the front page of the school's website – <http://www.carlingfor-h.schools.nsw.edu.au>

When selecting the '\$ make a payment' tab parents will be taken to a secure Westpac payment page. Your credit card details are not passed back to the school at any time.

### WHAT EXPENSES CAN BE PAID ONLINE BY CREDIT CARD ?

1. School Contributions
2. Subject Levies
3. Excursions/Events/Incursions
4. Extra Curricular Events
5. Sport – Paid venues
6. Sales to Students
7. Voluntary P&C General and Building Fund Contributions
8. Other

### PAYMENTS CAN BE COMPLETED AT ANY TIME

Click onto the 'Make a Payment' link on the school's website and follow the prompts. **Please note: Student Registration Number and the Reference Number do not need to be completed.**

#### You will need to complete:

1. Student's given name, preferred name and surname
2. Roll Call Class or Year Group.
3. Date of Birth

These details need to be completed for every payment as the information is not held within the system.

You have the ability to check and change details of payments at any time before the payment is processed. Receipts can be emailed to you from the site so no further receipts for these payments will be issued from the school. After payment is made a Reference Number will be created and this should be added to the payment slip on the permission note which is completed and returned to the school via the locked payments box in A Block.

Fill in Student's First and Last Name. Roll Class or Year and Date of Birth. Please leave both the Student Registration and Ref Number blank. Press Next Section.

## Make a Payment

Enter your payment details below. Fields marked with an asterisk (\*) are mandatory.

### Student Details

Student Registration Number  If this 9 digit number is on the Statement issued by the school it will be to the right of the student's name

\* Given Name

\* Surname

\* Enter both Class/Year & Ref Number, or Date of Birth:

Class or Year

Ref Number  This number may be on the top of the invoice or statement issued by the school. It may have the heading Ref.

Date of Birth  e.g. 14/05/2010.

If you wish to make a payment for another student, first complete this payment. There will be an option to re-use your details for another payment.

Fill in your Full Name, Contact Phone Number with no spaces and email address. Press Next Section.

## Make a Payment

Enter your payment details below. Fields marked with an asterisk (\*) are mandatory.

### Student Details ✓ +

### Contact Details

\* Contact Full Name

\* Contact Phone Number  e.g. 0249512345 or (02) 49512345

\* Contact Email Address

### Payment Items

### Card Details

Below is an example of how to pay a Student Statement.

1. Select Payment Type from the Drop Down Box and in the Description Field type a brief description of your payment. Add as much detail as possible i.e. T1 Volleyball Squad. Please use the name of the event as on the permission note.
2. Please note that the Voluntary School Contribution Payment Type Drop Down Box can only be used once. If paying for both P&C Building & General Funds you can type in P&C General & Building Fund – Amount \$200.00. If you only wish to pay one or the other please type in the Description Field either P&C General or P&C Building Fund – Amount \$100.00.
3. Select- Add Another Payment tab to add another line.

Payment Items		
Payment Type	Description	Amount
Voluntary School Contribution ▼	P&C General & Building Fund	200.00
<b>Total Amount</b>		<b>200.00</b> AUD

Or

Payment Items		
Payment Type	Description	Amount
Voluntary School Contribution ▼	P&C Building Fund	100.00
<b>Total Amount</b>		<b>100.00</b> AUD

Please note when paying a Student Statement of Account you need to:

1. List each individual fee separately and type in the description field exactly what you are paying and the corresponding amount.
2. Select Add 'Another Payment' to add the next line and continue to select Subject Contribution from the Payment Type drop down box and typing the description for what you are paying for and corresponding amount until complete.
3. Select the Next Section to go to the Payments Screen.

## Payment Items

Payment Type	Description	Amount	
Voluntary School Contribution ▼	P&C General & Building Funds	200.00	Remove
Subject Contribution ▼	Y11 School Service Levy	80.00	Remove
Subject Contribution ▼	Y11 Printing Levy	90.00	Remove
Subject Contribution ▼	Y11 Sport Levy	75.00	Remove
Subject Contribution ▼	Y11 ICT Levy	95.00	Remove
Subject Contribution ▼	Y11 Chemistry	20.00	Remove
Subject Contribution ▼	Y11 Food Technology	180.00	Remove
Subject Contribution ▼	Y11 Japanese	40.00	Remove
Subject Contribution ▼	Y11 Diary	20.00	Remove
<b>Total Amount</b>		<b>800.00</b>	<b>AUD</b>

Cancel Payment

Add Another Payment

Next Section

Examples of Excursions or Extra Curricular payments. Please type the Name of the Excursion or Event in the Description Field using the same name as on the Event Notice.

### Payment Items

Payment Type	Description	Amount
Excursions ▼	SRC Camp	175.00
<b>Total Amount</b>		<b>175.00</b> AUD

### Payment Items ✓

Payment Type	Description	Amount
Excursions ▼	Y7 TARONGA ZOO	35.00
<b>Total Amount</b>		<b>35.00</b> AUD

### Payment Items

Payment Type	Description	Amount
Excursions ▼	Music Ensemble	180.00
<b>Total Amount</b>		<b>180.00</b> AUD

Below is an example of an Other Payment Type.

### Payment Items

Payment Type	Description	Amount
<input type="text" value="Other"/>	<input type="text" value="Year 12 Formal"/>	<input type="text" value="100.00"/>
<b>Total Amount</b>		<b>100.00</b> AUD

Below is an example of a Sport Payment for Sport paid venues. Please ensure you type in the name of the sport your child is doing and the corresponding amount.

### Payment Items

Payment Type	Description	Amount
<input type="text" value="Sport"/>	<input type="text" value="BASKETBALL"/>	<input type="text" value="64.00"/>
<b>Total Amount</b>		<b>64.00</b> AUD

Below is an example of a sales to student payment. This could also include a Locker Hire payment, new Student ID Card, New Locker Key, or Calculator.

### Payment Items

Payment Type	Description	Amount
<input type="text" value="Sales to Students"/>	<input type="text" value="YEAR 12 JACKET"/>	<input type="text" value="88.00"/>
<b>Total Amount</b>		<b>88.00</b> AUD

You will then be directed to Card Details section where you need to enter your card details as below.

Select to Proceed to Confirmation to check and confirm your payment details.

## Card Details

\* Cardholder Name

\* Credit Card Number



\* Expiry Date  /

\* Card Verification Number (CVN)  [What is the CVN?](#)

Cancel Payment

Proceed to Confirmation