

# Beechmont State School payment procedures.

When payments are made to the school the following procedures need to be followed so that your child can be credited with payment otherwise they may miss out on activities, excursions, camps and other school events.

The preferred method of making payments is by the internet.

**PAYMENT VIA INTERNET:** When paying over the internet, you must make sure that you have the following details;

School account details: Beechmont State School General Account

BSB                                    064 430

Account No                        00090921

Student Eq ID:                    This will be on any previous invoice or statement that you have received. Or contact the school office

Reference code:                ie Camp, levy etc If you have a invoice the invoice number should be used

Please note:                      Payments to the above account are for school payments only do not use for Library account, P & C uniforms or OSHC payments

## **Other payment options:**

**Cash/cheque:** These payments can be received but are only processed once a week each Thursday.

It is imperative that payments are securely enclosed in an envelope or a click seal bag. A click seal bag is best as then the receipt can be placed in the bag & sent home so you everything ready at your fingertips come tax time.

Details that must be included are \* your child's name

\* your child's class

\* what the payment is for

**EFT/Credit Card:** Payment can be made at the school counter between 8am and 3pm for EFT or credit card. Credit card payments can also be received over the phone or by requesting a credit payment form.

## **Time payments:**

Time payments are available for payment of school levies or camps. A time payment agreement must be completed and strictly adhered to.