

How do I pay course confirmation and school fees on Compass?

Confirm fees in seconds.

1. Login to your Compass portal (mobile app or web), and view your home page. When school fees require consent/payment, a notification will appear here.
2. Selecting this link will redirect you to your *Course Confirmations/Payments* page. Simply click on the name of the fee that you wish to pay to begin the payments process.
3. You may be asked to consent to certain agreements, such as an ICT usage Agreement, before paying your school fees. Type your full name into the provided box to accept the above terms, and click *Proceed* to continue.
4. Review your payment summary, and fill-in your Credit Card details.
5. Click *Pay Now* for the payment to be processed.

Friendly Note: Currently, only VISA or MasterCard payments are accepted by Compass. Alternative payment options are: -

Eftpos is available at the office.

BPay – individual reference number is on your Family Statement, please contact the office if required

If not paying by Compass please make payment and return the completed form to the school office **29 January 2021**.

What is a voluntary/Optional payment?

When paying school fees, some amounts may be fixed (compulsory), while others are voluntary. These voluntary amounts can be changed by clicking on the corresponding *Amount* box and manually updating the figure as desired.

Can I use a payment plan?

If available, the option for *Payment Plans* will be clearly visible at the end of the *Course Confirmation* payment process (below where your card details are recorded). If unavailable, you may need to contact your school to make alternative arrangements.