

# CRAIGBURN PRIMARY SCHOOL MATERIALS AND SERVICES CHARGE 2016



## CRAIGBURN PRIMARY SCHOOL MATERIALS AND SERVICES CHARGE 2016 PAYMENT DETAILS

Dear Parents/Caregivers,

As reported in the newsletter last year, the Governing Council of Craigburn Primary School has set the Materials and Service Charges for the 2016 year at \$390 per student for the full year.

A book levy of \$25 applies to all new students. This is a once only fee going towards repair and replacement of resource books.

Please note:-

- The Materials and Services Charge is used, together with other income, to provide your child with text books, stationery, art and craft materials, printing, resources and equipment in all subjects.
- Some items, which attract GST, will be stored in class sets and will remain the property of the school (eg. Calculators).

Our school community relies on everyone making a fair and equitable contribution to school expenses. Craigburn Primary School needs your support so that we can continue to provide a quality program, with the use of appropriate resources in 2016.

Yours sincerely,

Kathy Terrell  
Principal  
January 2016

Kerrin Burrow  
Chairperson, Governing Council

### FULL PAYMENT

**Full payment of fees is due by Friday 15<sup>th</sup> April, 2016**

Please pay at the Finance window adjacent to the front office, from 8.30am daily. If payment is received **IN FULL by Monday 22nd February, 2016** a **\$10 Early Bird reduction per student** will apply.

### PAYMENT THROUGH CASH WINDOW

Payment can be made using cash, cheque or credit card. EFTPOS is available to access your cheque, savings or credit card accounts. Payments can also be made over the phone using credit card, Visa & Mastercard only.

### PAYMENT BY INSTALMENT - VIA SCHOOL

If parents are unable to make full payment by the 15<sup>th</sup> April, 2016, we are happy to negotiate payment by instalment for 2016 only. Attached is an 'Agreement for Payment by Instalment Form'. Please complete and return to the Finance Office if you wish to use this option of payment. This needs to be done **before** Monday 22nd February, 2016, as the first instalment is due by this date.

### PAYMENT BY INSTALMENT - VIA DIRECT DEBIT

We are offering a new payment system: BPoint.

This will be managed by choosing your payment frequency and amount online. To create an Instalment Plan to suit your needs, go to [www.craigburn.sa.edu.au](http://www.craigburn.sa.edu.au) and choose the 'Create an Instalment Plan' link

### SCHOOL CARD

During the first week of school, current School Card families or possible new School Card recipients must check with the Finance Office about details of School Card eligibility for the 2016 school year, and any additional financial arrangements they need to make. The DECD closing date for School Card Applications is 3<sup>rd</sup> November, 2016.

### BPOINT

Bpoint is replacing our current online system Bizgate. This will be used to pay your current invoices by credit card online. Go to [www.craigburn.sa.edu.au](http://www.craigburn.sa.edu.au) and choose the 'Pay invoices now' link

Thank you,  
Finance Office

# BPoint Receipting – Procedures for Parents

## **Please ensure that you have the following available:**

- Credit Card (Visa/Bankcard/Mastercard including Visa/Mastercard debit cards)
- School Invoice or Statement  
(You will need your Family Code – this is on your invoice as Family ID i.e. SMIT00)

## **Instructions for payment (Instalments):**

1. Log on to the school's website: [www.craigburn.sa.edu.au](http://www.craigburn.sa.edu.au)
2. Click on the '**Create an Instalment Plan**' link
3. Complete all of the relevant details regarding your invoice and payment schedule
4. If paying for more than one child, in payment description, enter all invoice numbers separated by spaces\*\*NO SYMBOLS – Numbers and Letters ONLY\*\*
5. Proceed to Terms and Conditions
6. Read these carefully then accept
7. Proceed to Email Verification – this will send an email to your specified email address
8. In the email you receive, click on the link to confirm your registration
9. Registration Confirmation
10. Schedule Complete

## **Instructions for payment (Other Invoices):**

1. Log on to the school's website: [www.craigburn.sa.edu.au](http://www.craigburn.sa.edu.au)
2. Click on the '**Pay Invoices Now**' link
3. Enter your family code (this is on your invoice as Family ID:)
4. In 'Payment Description' enter what the payment is for (i.e. Swimming)  
\*\*NO SYMBOLS – Numbers and Letters ONLY\*\*
5. Enter the total of all invoices into 'Payment Amount'
6. In 'Payment 1,2,3 & 4 details' add invoice numbers
7. If there are more than 4 invoices to pay, please add into comment section
8. Submit Form, this will take you to summary page
9. Choose method of payment, this will take you to secure payment page
10. Payment complete

Please note: Please list all invoices to be paid in your BPoint transactions

**Please do not do separate Payments for each of your children**

**It is not necessary to do separate transactions**