

# PAYMENT OPTIONS



*Invoices/statements are emailed to the parent/caregiver email address recorded on the school database.  
You may receive invoices and/or adjustment notes (for cancelled invoices).  
Please read carefully before contacting the school office for clarification on emails received.*

**\*\*\* PLEASE NOTE – THIS IS SCHOOL PAYMENTS ONLY, NOT P&C \*\*\***

**PAYMENT BY BPOINT:** Payment can be made by CREDIT CARD through BPOINT. This is a simple and easy way to pay invoices from the School. On the bottom of your invoice you will find a BPoint web address, click on this and it will take you directly to a payment portal (Similar to BPay) which will be prefilled with your student CRN identifier, invoice number and amount. Complete your credit card details and submit. Your payment is automatically tagged to your student's account within our school receipting system.

Alternatively go to <http://www.bpoint.com.au/payments.dete> or [www.norfolkvillagess.eq.edu.au](http://www.norfolkvillagess.eq.edu.au) click on the Bpoint icon and complete the details required to make payment. You will need the **invoice number** and students **Customer Reference Number** found on all invoices emailed to parents.

**BPOINT OVER THE PHONE:** Phone 1300 631 073 (1300BPoint) and quote your Customer Reference Number and invoice number to make your payment with your credit card. You must make separate payments for each invoice.

**PAYMENT BY INTERNET BANKING:**

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| <ul style="list-style-type: none"><li>• School's Bank Account Name:</li><li>• BSB Number:</li><li>• Account Number:</li><li>• Reference/Details:</li></ul> | <p>Direct Payment into School Bank Account</p> <p>Norfolk Village State School General A/C</p> <p>064-401 (CBA Branch Beenleigh)</p> <p>10546142</p> <p>Please record both "<b>Student Surname, initial and class AND Reference Code</b>" (ie Smith,J 4A Swim) in the reference/details section so that your payment can be recorded correctly. <b><u>If insufficient details are supplied, payments will be applied to the oldest debt for that Family/Customer.</u></b></p> |
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**QPARENTS APP:** direct link provided on the APP to view and make payment of school invoices.

***PLEASE NOTE IF CHOOSING ANY OF THE ABOVE PAYMENT METHODS THERE CAN BE A 48 HOUR DELAY BETWEEN BANKING INSTITUTIONS BEFORE THE DATA SHOWS UP ON OUR STATEMENT. PLEASE DO NOT LEAVE PAYMENT UNTIL THE DUE DATE AS IT WILL NOT SHOW ON OUR BANK STATEMENT. PAYMENTS MUST BE MADE 3 DAYS PRIOR TO THE DUE DATE.***

**PAYMENT BY BPOINT ELECTRONIC DIRECT DEBIT:** If you wish to take advantage of a payment plan for camps etc, please contact the school office. This is designed to assist you in managing large amount student invoice payments. After discussing with you how much and how often you wish to pay, we send you an email with a link. This link will direct you to a BPoint direct debit web page where it has been prefilled with student invoice specific information and also the frequency and amount of payment. You will receive an email 24 hours before a deduction to remind you of the direct debit. ***If wishing to set up a payment plan, please do so when you first receive notification about an activity – do not leave until payment is due.***

**PAYMENT BY CENTREPAY DEDUCTIONS:** Direct Debit of Centrelink payment. Application form available from the school office. Form to be completed at school and faxed to Centrelink by the school. Original kept at school office. Minimum fortnightly deductions of \$25.

Norfolk Village School  
83 Halfway Drive, Ormeau QLD 4208  
Phone: (07) 5549 4222

Email: [the.principal@norfolkvillagess.eq.edu.au](mailto:the.principal@norfolkvillagess.eq.edu.au)  
Website: [www.norfolkvillagess.eq.edu.au](http://www.norfolkvillagess.eq.edu.au)