

## GUIDE TO MAKING TUITION FEE PAYMENT SELECTIONS ON THE PORTAL

The details below provide a guide on how to navigate the College Community Portal (the "**Portal**") to select how you want to pay your tuition fees.

### 1. ACCESSING THE PORTAL

Visit the Emmaus College homepage and access the Portal via Quicklinks →Parent Links→Fees/Reports/PTI's  
Alternatively, you can type the following address into your internet browser:

<https://communityportal.emmaus.vic.edu.au>

### 2. LOGGING ONTO THE PORTAL

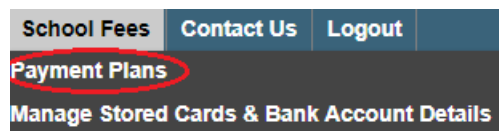
Once you have accessed the Portal, you will be prompted to type in your Username and Password.

Please note Payment Plan options are only available for the Primary contact in each family.

If you cannot see "Payment Plans" option under the "School Fees" tab then you are not the Primary account holder. Please use your partner's login to access the Payment Plan.

### 3. CHOOSING YOUR PAYMENT PREFERENCES & NOMINATING YOUR PAYMENT PLAN

To access information about your tuition fees and the available payment plans, go to the "School Fees" tab at the top of the Portal page and then select "Payment Plans".



#### Your account balance summary

A summary displays the total amount owing on your account. The account balance will detail the total due in relation to 2018 tuition fees, plus any amount owing from prior years (if applicable):

Your Account Balance Summary		
<b>Total owing from prior year</b>	<b>\$906.90</b>	<b>This amount is presently overdue.</b>
2018 Bus Charge Both Ways	\$960.00	
2018 Camp Yr 8	\$650.00	
2018 Levies Yr 8	\$850.00	
2018 Music Lessons-Private 30 Mins	\$1,292.00	
2018 Music Instrument Hire	\$240.00	
2018 Tuition Fees Yr 8	\$6,310.00	
<b>Fees Total</b>	<b>\$10,302.00</b>	<b>The payment options below apply to this amount only.</b>

The payment plans offered are for the 2018 tuition fees only. All other outstanding amounts are overdue and payable immediately unless an alternative payment arrangement has been entered into with the College Finance Department.

## Select Payment Method

The College will administer your fee payments by direct debit, we do not offer the "administer my own fee payments" option.

**Available Payment Methods**

Would you like us to administer payments on your behalf?

**Yes**

**No**, I will administer my own fee payments according to my selected payment plan, observing the scheduled due date of each payment.

Discounts Available		
-	Discounts	Fees Total After Discount
Plan 1 -	0% \$0.00	\$10,302.00
Plan 2 -	0% \$0.00	\$10,302.00
Plan 3 -	0% \$0.00	\$10,302.00

## Select Payment Plan

The College provides three Payment Plan options for you to pay your 2018 tuition fees.

The amount payable for each Payment Plan is presented.

**Available Payment Plans**

Available payment plans.

<input type="checkbox"/> <b>Plan 1</b>	4 Payments	\$2,575.50	4 Quarterly payments commencing 15 February 2018 with final payment on 15 November 2018
<input checked="" type="checkbox"/> <b>Plan 2</b>	10 Payments	\$1,030.20	10 Monthly payments commencing 15 February 2018 with final payment on 15 November 2018
<input type="checkbox"/> <b>Plan 3</b>	20 Payments	\$515.10	20 Fortnightly commencing 16 February 2018 with final payment on 9th November 2018

## Agree to the Terms and Conditions

**Submit Selection / Terms & Conditions**

have read, understood and agree to the terms and conditions.

## Confirm Selection

Upon proceeding to the next step, you will receive a confirmation message according to your selections that summarises your payment arrangement.

Click "Continue" to proceed to the next screen or "Back" to change your original selections.

**Review your selection**

Please confirm your selection by clicking the **continue** button.

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You have chosen to have **Emmaus College** administer payment plan **1** consisting of **10** payments of **\$1,030.20** with the first payment due **15 February 2018** and final payment due **15 November 2018**.

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## Enter Direct Debit Information

Please enter your banking details by selecting the "Credit Card" or "Direct Debit to Bank Account" options  
Note: The Portal does not accept the "&" character

Credit Card  Direct Debit to Bank Account

**Credit Card**

Card Type  Card Holder's Name

Issuing Bank

Credit Card Number  Expiry Month  Expiry Year

Credit Card  Direct Debit to Bank Account

**Direct Debit**

Financial Institution  Branch Name

Account Name (in full)

BSB  Account No.

Select "Save" once complete and "Confirm" to submit your payment option.

Please note that credit card details are held securely by a Financial Institution and not held by the College.

When your direct debit details have been successfully entered, you will receive a message similar to the following.

**Accepted. The following banking details have been submitted:**

Card Type: MCARD  
Cardholder: Mr Sample Family  
Issuing Bank: CBA  
Credit Card Number: 555005..096  
Expiry Date: 12/17

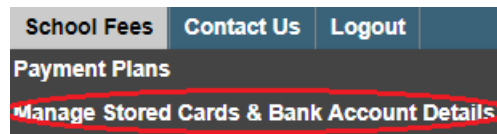
**Credit Card**

Card Type	Cardholder	Card Number	Expiry	Bank	Status	Auto Payment
Linked Account Name: Mr A & Mrs Fees Ledger						
MasterCard	Mr Sample Family	555005..096	12/17	CBA	Pending	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Deactivate"/>

## Confirmation of Payment Plan

Once you have successfully completed your payment plan selections, you will be presented with a summary of your payment plan and payment methods.

## 4. CHANGING & UPDATING YOUR NOMINATED ACCOUNT



You can have a number of nominated credit cards and bank accounts recorded in the Portal.

You can select which account you wish payments to come from using the "Activate" and the "Deactivate" buttons.

You may enter new credit cards and bank accounts into the Portal by clicking the "New Payment Option."

You can change the existing account details using the "Edit" button.

You can delete an existing account using the "Delete" button.

You will not be able to delete an account or credit card if it is currently being used in an active payment plan.

Please contact the College Finance Department in this instance.

Credit Card							
Card Type	Cardholder	Card Number	Expiry	Bank	Status		
Linked Account Name: ██████████ / Fees Ledger							
Visa Card	Mr Sample	411111...111	10/18	ANZ	Pending	Edit	Delete
This option is your default payment plan direct debit							
Visa Card	Mr Sample	411111...111	10/23	ANZ	Pending	Edit	Delete  Activate

Direct Debit						
Bank	Account	BSB	Account No.	Branch	Status	
Linked Account Name: ██████████ / Fees Ledger						
Westpac	Mr Sample	733000	123456		Pending	Edit  Delete  Activate

New Payment Option

The account from which your payments will come from is the active one and it will be identified as your "default payment plan direct debit"