

GUIDE TO MAKING PAYMENT PLAN SELECTIONS ON THE COMMUNITY PORTAL

1. ACCESSING THE PORTAL

Visit the Emmaus College homepage and access the Portal via Emmaus Intranet →Community Portal
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.

3. CHOOSING YOUR PAYMENT PREFERENCES & NOMINATING YOUR PAYMENT PLAN

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

Payment Plans

Your Account Balance Summary

The total owing from prior year is not included in the Fees Total, this amount is overdue and payable immediately unless an alternative payment arrangement has been entered into with the College

Total owing from prior year		\$0.00
2020 Enrolment Deposit	-\$800.00	
2020 Re-enrolment Deposit	-\$500.00	
2020 Tuition Fees Yr 7	\$7,075.00	
2020 Tuition Fees Yr 9	\$7,075.00	
2020 Sibling Discount 2nd Child	-\$1,061.00	
2020 Levies Yr 7	\$850.00	
2020 Levies Yr 9	\$850.00	
2020 Camp Yr 7	\$315.00	
2020 Camp Yr 9 Discovery Camp	\$775.00	
2020 Laptops Yrs 7-9	\$1,637.00	
2020 Bus Charge Both Ways	\$2,000.00	
Fees Total	\$18,216.00	The payment options below apply to this amount only.

Select Payment Method

The College will administer your fee payments by direct debit.

We do not offer the “administer my own fee payments” option.

The payment plans offered are for the 2020 tuition fees only.

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	\$18,216.00
Plan 2 -	0% \$0.00	\$18,216.00
Plan 3 -	0% \$0.00	\$18,216.00

Discounts Available		
-	Discounts	Fees Total After Discount
Plan 1 -	0% \$0.00	\$18,216.00
Plan 2 -	0% \$0.00	\$18,216.00
Plan 3 -	0% \$0.00	\$18,216.00

Available Payment Plans

Select Payment Plan

The College provides three Payment Plan options for you to pay your 2020 tuition fees.

Available Payment Plans

Available payment plans.

Plan 1 4 Payments \$4,554.00
4 Quarterly payments commencing 15 February 2020 with final payment on 15 November 2020

Plan 2 10 Payments \$1,821.60
10 Monthly payments commencing 15 February 2020 with final payment on 15 November 2020

Plan 3 20 Payments \$910.80
20 Fortnightly commencing 21 February 2020 with final payment on 13 November 2020

Submit Selection / Terms & Conditions

Agree to the Terms and Conditions

Submit Selection / Terms & Conditions

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

Proceed to next step

Confirm Selection

Review your selection

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

You have chosen to have **Emmaus College** administer payment plan **2** consisting of **10** payments of **\$1,821.60** with the first payment due **15 February 2020** and final payment due **15 November 2020**.

Back Continue

Enter Direct Debit Information

Please enter your banking details by selecting the "Credit Card" or "Direct Debit to Bank Account" options.

Credit Card Direct Debit to Bank Account

Credit Card

Card Type Card Holder's Name

Issuing Bank

Credit Card Number Expiry Month Expiry Year

Cancel Save

Credit Card Direct Debit to Bank Account

Direct Debit

Financial Institution Branch Name

Account Name (in full)

BSB Account No.

Cancel Save

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	Edit Delete Deactivate

Back New Payment Option

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

Manage Stored Cards & Bank Account Details

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".