# Guide to making Payment Plan selections on the Community Portal



## 1. Accessing the Community 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 in to the Community 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.

| Your Account Balance Summary    |             |             |  |
|---------------------------------|-------------|-------------|--|
| Total owing from prior year     |             | \$0.00      |  |
| 2022 Re-enrolment Deposit       | -\$1,000.00 |             |  |
| 2022 Tuition Fees Yr 8          | \$7,450.00  |             |  |
| 2022 Tuiton Fees Year 10        | \$7,450.00  |             |  |
| 2022 Sibling Discount 2nd Child | -\$1,118.00 |             |  |
| 2022 Levies Yr 8                | \$880.00    |             |  |
| 2022 Levies Yr 10               | \$880.00    |             |  |
| 2022 Camp Yr 8                  | \$725.00    |             |  |
| 2022 Laptop Yrs 10-12           | \$1,924.00  |             |  |
| 2022 Bus Charge Both Ways       | \$2,080.00  |             |  |
| Fees Total                      |             | \$19,271.00 | The payment options below apply to this amount only. |

#### Select Payment Method

The College will administer your payments by direct debit.

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

The payment plans offered are for the 2022 Fees & Charges only.



## Select Payment Plan

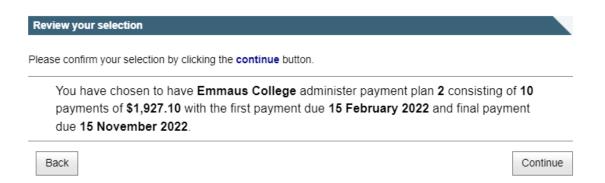
The College offers three Payment Plan options.



#### Agree to the Terms and Conditions

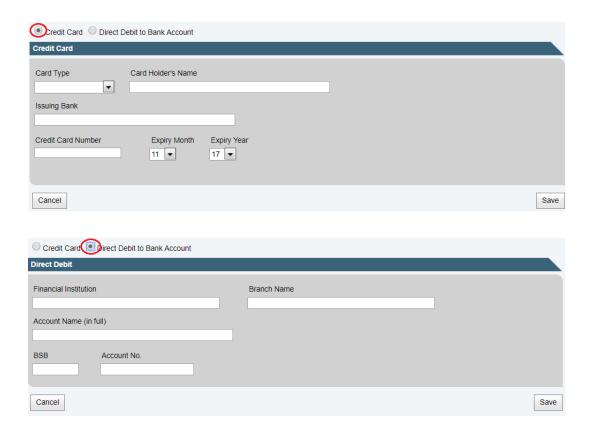


#### Confirm selection



#### **Enter Direct Debit information**

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



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.



## 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.

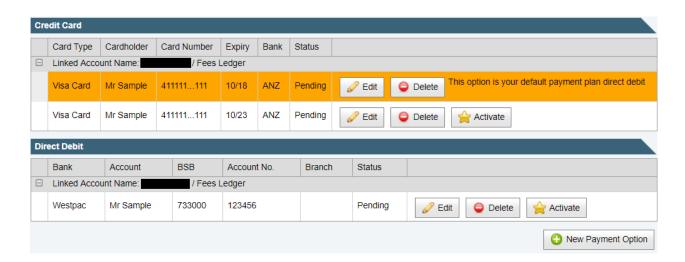
You may enter new credit cards and bank accounts into the Portal by clicking the "New Payment Option."

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 Accounts Department in this instance.



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".