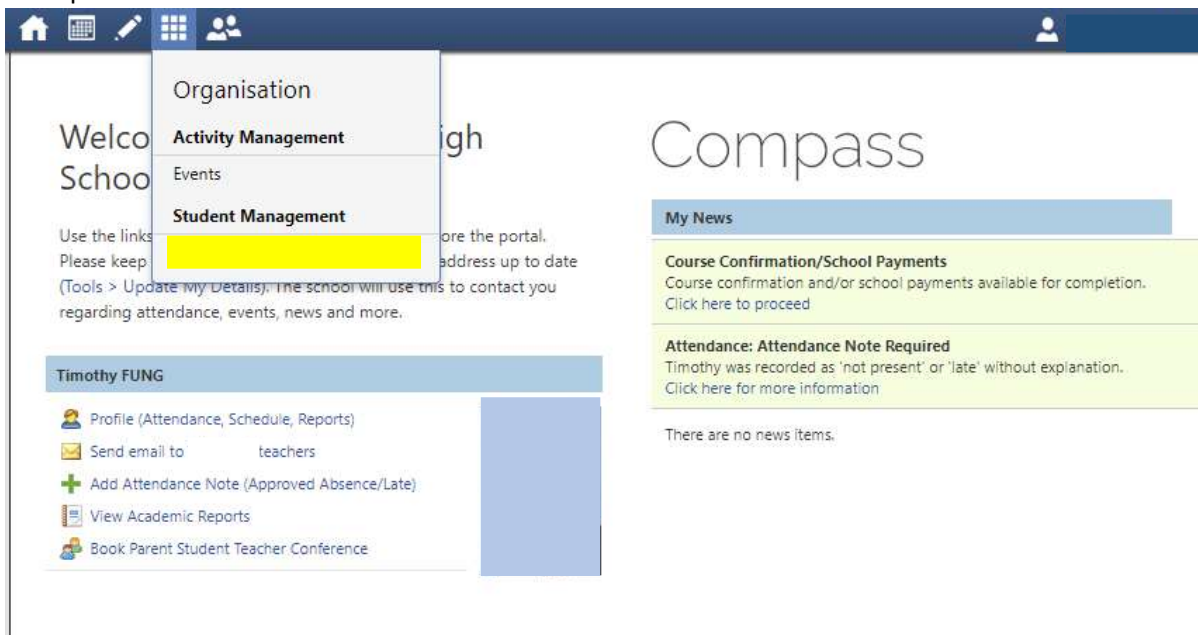


1. Go to link <https://nossalhs-vic.compass.education/> to access Compass.
2. Enter your user name and password
3. Once you have entered name/password you will see the home page with your student’s details.
4. Access Payment window by clicking under “My News Banner - Course Confirmation /School Payments – “**Click here to proceed**” OR by using Grid icon – select “**Course Confirmation/ Payments**”

Example-See Below:



Once you go to the link “**Click here to proceed**”. It will list all the payments that are due or have been paid for e.g. see below

Course Confirmation and Payments

Click on a course confirmation/payment process below to proceed.

| Confirmation/Payment Process | Status |
|--|------------------|
| Parent Funded Contributions Yr 9 2016 | Complete |
| Second Hand iPad - \$150 | Not Started |
| Parent Funded Contributions Yr 11 2018 | Awaiting Payment |

5. Select the payment you would like to make.
e.g. Parent funded contributions Yr 11 2018.It will list all the payment items.
Scroll down and Click “**Proceed**” to begin the Course Confirmation Process.

Course Confirmation/Payment: Parent Funded Contributions Yr 11 2018

[\[Back to Course Confirmation/Payments \]](#)

Nossal High School Parent Funded Contributions

2018 Year 11 Charges

[\[See More\]](#)

General Payment Items

Click on the title of an item for more information.

| Item | Recommended | Amount |
|--|-------------|---------------------------------------|
| Yr 11 School Council Essential Student Learning Materials & Activities | (Fixed) | \$597.00 |
| Yr 11 Essential Educational Items | (Fixed) | \$170.00 |
| Yr 11 Essential Curriculum Extension Activities&Excursions | (Fixed) | \$65.00 |
| Yr 11 Electives - Essential (ANNUAL ESTIMATE) | (Fixed) | \$400.00 |
| Yr 11 Electives-Essential Excursions&Activities (ANNUAL ESTIMATE) | (Fixed) | \$300.00 |
| Lab Coat | \$25.00 | <input type="text" value="\$25.00"/> |
| The Butterfly Effect - School Magazine | \$25.00 | <input type="text" value="\$25.00"/> |
| Combination Lock | \$20.00 | <input type="text" value="\$20.00"/> |
| Alumni Life Membership | \$220.00 | <input type="text" value="\$220.00"/> |
| INVITATION TO DONATE - Building Fund (Tax Deductible) Suggested \$ | \$110.00 | <input type="text" value="\$110.00"/> |
| INVITATION TO DONATE - Library Fund (Tax Deductible) Suggested \$ | \$55.00 | <input type="text" value="\$55.00"/> |
| INVITATION TO DONATE - Music Development Fund (Suggested \$) | \$55.00 | <input type="text" value="\$55.00"/> |
| INVITATION TO DONATE - Sports Development Fund (Suggested \$) | \$55.00 | <input type="text" value="\$55.00"/> |
| Total for this section: | | \$2,097.00 |

For the optional Items, the amount can be changed to your desired amount e.g if you would like to donate \$200 instead of \$110 towards the Building Fund change the amount to \$200 .**Click in amount column** and overwrite the amount.

If you do not want to contribute, **Type 0 in the amount column.**

If you change your mind and wish to return to the default setting, **click on Reset Amounts.**

Then **Click on Enter Payment Details**, if you still wish to alter amount at this time, **click on Edit Amounts.**

6. Scroll down to enter your credit card details, Click on **PAY now** if you would like to pay in full.

Click on **Pay in instalments** if you wish to pay via the default monthly instalments. This will automatically set up a payment plan in Compass on **14th** of each month for **10** months.

If you wish to customise this payment plan to suit your personal circumstances or set up an ongoing payment plan, please contact Ms Sharyn Gazzola on 8762 4649 or via email finance@nossalhs.vic.edu.au

Please Note: Each year a new payment plan will need to be established.

Payment

Total Due: \$2,097.00

Enter your credit card details below to finalise your course confirmation and pay online.

Name on card:

Card Type: VISA ▾

Card Number:

Expiry (Month/Year): (Month) ▾ / (Year) ▾

CVV/CVC: [Where do I find my CVV/CVC?](#)

We use CompassPay.com as our payment processing gateway. In clicking the relevant "Pay" or "Submit" button below, you agree for your credit card to be charged by CompassPay.com on behalf of your school. You understand that the amount charged will be the "Total Due" or amount indicated above and that this will appear on your credit card statement as CompassPay.com. This payment and use of this website is in alignment with the Compass School Manager terms and conditions of use available at <https://sites.google.com/au/dff.com.au/policies>

Alternatively, you can pay in person at the school – a range of payment options are available.

Important: Please Note

| Item | Suggested Amount | Fee Amount | Amount Paid |
|---|------------------|------------|---------------------------------|
| Yr 9 Orientation Camp (CSE Charge) | \$480.00 | \$480.00 | (Not paid through this process) |
| Yr 9 Materials&Services (Essential Charge) | \$658.00 | \$658.00 | (Not paid through this process) |
| Yr 9 Core Subject Educational Items (Essential Charge) | \$365.00 | \$365.00 | (Not paid through this process) |
| Yr 9 Core Subject-Camps&Excursions (CSE Charge) | \$245.00 | \$245.00 | (Not paid through this process) |
| Yr 9 Sports Carnivals & Interschool Sport (CSE Charge) | \$50.00 | \$50.00 | (Not paid through this process) |
| Yr 9 iWeek/City Week (CSE Charge) | \$80.00 | \$80.00 | (Not paid through this process) |
| Yr 9 Electives Excursions&Activities Semester 1 - ESTIMATE (CSE Charge) | \$160.00 | \$160.00 | (Not paid through this process) |

Once Payment is complete, the above statement will appear.

Amount Paid (**Not paid through this process**). **IGNORE THIS MESSAGE!**

This is Compass wording and we have no ability to alter this on the system – Your payment **has been processed**.

You can still check the Status of the payment done if you are in doubt by clicking on **Course Confirmation and Payments Screen**.

It should change to **Complete** or **Complete Via Payment Plan**.

Example-See Below:

Course Confirmation and Payments

Click on a course confirmation/payment process below to proceed.

| Confirmation/Payment Process | Status |
|---------------------------------------|-------------|
| Parent Funded Contributions Yr 9 2016 | Complete |
| Second Hand iPad - \$150 | Not Started |

Should you have any further query please email to finance@nossalhs.vic.edu.au