



COMPASS PAY BILLING

How do I make a payment via Compass?

The following screen shots show you how to make your payment online, without having to leave your home.

Once you have logged in to your home screen of Compass, you will see a green box on the right-hand side with the wording 'Payments Centre'. Click on 'Click here for more information' and it will take you to the payments section where you will see what your Parent Contributions are, including any electives, excursions, or music tuition.

A screenshot of the Compass user interface. At the top, there is a dark blue header bar with three white circles. Below this, the interface is divided into two main columns. The left column features a white box with the school's logo and the text "Welcome back, Homer! Victorian Billing School". Below this is a user profile section for "Bart SIMPSON" with several menu items: "Profile (Attendance, Schedule, Reports)", "Send email to Bart's teachers", "Add Attendance Note (Approved Absence/Late)", "View Academic Reports", and "Book Parent Student Teacher Conference". At the bottom of this section is a yellow box indicating "9 overdue learning tasks". The right column contains several green-bordered notification boxes. The top one is titled "Payments Centre" and contains the text "Did you know that payments can be made through Compass for school fees, events, and voluntary contributions?" with a blue link "Click here for more information" and logos for Mastercard and VISA with the text "No surcharge". Below this is a box for "Parent Student Teacher Conference" with a close button and a link "Click here for booking". The next box is titled "Event Consent/Payment Required" and states "There is 1 event awaiting your consent and/or payment." with a link "Click here for more information". The bottom box is titled "Attendance: Attendance Note Required" and states "Bart was recorded as 'not present' or 'late' without explanation." with a link "Click here for more information".

Payments Centre

Did you know that payments can be made through Compass for school fees, events, and voluntary contributions?

[Click here for more information](#)



| No surcharge

For example, in the screen shot below you will see the 2022 Year 10 Parent Contributions. These outline Electives, Excursions and Parent Contributions. To access and pay these payments, please click on the arrow to the right of the cost.

Contributions

Account: Harry Potter

2022 30min Music Tuition-HALF YEAR

Action Required

\$552.50



2022 Yr 10 English-WorldClassics Elective Incursions

Action Required

\$25.00



2022 Yr 10 Theatre Studies-Theatre Production

Action Required

\$55.00



2022 Yr 10 Parent Contributions

Action Required

\$1,006.00




[View more information regarding your historical payments and existing Recurring Contributions](#)

To make your payment, click on the 'Pay in full now' button as indicated in the Amount to Pay section.

Please Enter your credit card details, including your expiry date and the CVC number and then click Process.

Yr 10 English - Theatre Excursion - Theatre Excursion	Harry Potter	\$ 55	\$55.00
Yr 10 Experience-Pathways Week - Pathways Week	Harry Potter	\$ 60	\$60.00
Yr 10 Extra Curricular Activities - Guest Speakers & Workshops	Harry Potter	\$ 50	\$50.00
Yr 10 IT-Spec-Software Licences - Software Licences-see online fee sheets.	Harry Potter	\$ 246	\$246.00
Yr 9 & 10 Maths Competition - Australian Maths Competition Entry	Harry Potter	\$ 15	\$15.00
Yr 9 & 10 Humanities incursions - Incursions	Harry Potter	\$ 15	\$15.00

Payment Method	Payment
Mastercard Credit **** 1111	Total of all charges (inclusive of discounts) \$1,506.00
	Less amount already paid -\$500.00
	Balance \$1,006.00
	Amount to pay \$1,006.00
	<input checked="" type="radio"/> Pay in full now
	<input type="radio"/> Pay in contributions
	Process

We use CompassPay.com as our payment processing gateway. In clicking the relevant "Confirm and Pay" button to the right, 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 to the right. Refunds for cancelled online orders will be made to your Compass Balance regardless of original method of payment. This payment and use of this website is in alignment with the Compass School Manager terms and conditions of use available at <http://compass.edu.au/policy/>.

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Thank you for your contribution, it is greatly appreciated.