



COMPASS PAY BILLING – Payment by Instalments

How do I make a payment (Instalment) plan via Compass?

The following screen shots show you how to set up payment via instalments 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.

The screenshot displays the Compass user interface. On the left, a navigation menu for Bart SIMPSON includes links for Profile, Send email to Bart's teachers, Add Attendance Note, View Academic Reports, and Book Parent Student Teacher Conference. A yellow box at the bottom of the menu indicates 9 overdue learning tasks. The main content area on the right features a 'Payments Centre' notification with a link for more information and logos for Mastercard and VISA. Below this are three other notification cards: 'Parent Student Teacher Conference', 'Event Consent/Payment Required', and 'Attendance: Attendance Note Required'.

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. Click on the arrow to the right of the payment amount to access and set up your payment plan.

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 set up your payment instalment, you will need to click on the 'Pay in contributions' button as indicated below.

Click on the 'Payment via' dropdown menu below the 'Pay in contributions' button to choose which payment instalment you would like to set up.

Enter your credit card details, including your expiry date and the CVC number.

Once you have selected your payment instalment option, click process and this will automatically set up your instalment plan.

Yr 10 IT-Spec-Software Licences - Harry Potter Software Licences-see online fee sheets.	\$ 246	\$246.00
Yr 9 & 10 Maths Competition - Harry Potter Australian Maths Competition Entry	\$ 15	\$15.00
Yr 9 & 10 Humanities incursions - Harry Potter Incursions	\$ 15	\$15.00

Payment Method	Payment
Mastercard Credit ****2316	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 type="radio"/> Pay in full now
	<input checked="" type="radio"/> Pay in contributions
	Payment via 4 instalments (by Term) \$251.50
	Payment via 20 Fortnightly instalments
	Payment via 10 monthly instalments
	Sem2 Payment via Monthly Instalments
	Due on 19 October 2022 \$251.50

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/>.

Thank you for your contribution. It is greatly appreciated.