



Online Payments Portal

Help Guide

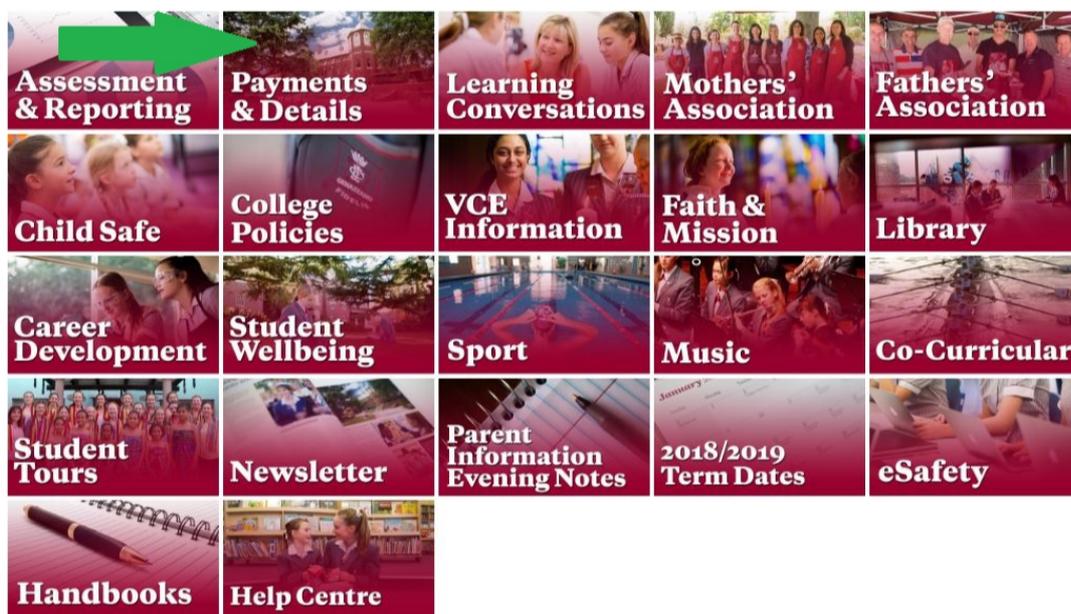
GENAZZANO
FCJ COLLEGE

The details below provide a guide on how to navigate the Online Payment Portal (the 'Portal') and select your tuition fee payment option. Please note that if applicable, the payment plan that you select for this year will continue for subsequent years. Adjustments to your chosen plan may be completed during next year portal process or by requesting assistance through the Finance Department on +613 8862 1234.

** Note – The single 'Make a Payment' module will be open all year for credit card payments only.*

1. Accessing the Portal

Click on the tile "Payments & Details" to connect to the payment portal



2. Welcome and Introduction

Inspiring young women.

Intro [Logout](#)

Welcome _____ to the Genazzano Parent Portal.

This portal allows you to update the personal details for each family member and to manage the payment of fees as they arise.

General Queries:
To advise the College of any further changes to your personal information that is not listed in this portal please contact College Reception on +613 8862 1000 or reception@genazzano.vic.edu.au

Finance Queries:
Enquiries regarding payment of fees or payment arrangements can be directed to the Finance Office on +613 8862 1234 or by email to accounts@genazzano.vic.edu.au.

IT Queries:
Enquiries regarding technical assistance can be directed to the ICT Team on +613 8862 1225 or by email to support@genazzano.vic.edu.au.

Office hours are from 8.00 am to 5.00 pm Monday to Friday during term time and from 9.00 am to 4.00 pm during school holidays.

Please find below FAQ Sheets for each section to help guide you through the required steps.

[Tuition Fees](#)

[Non Tuition Fees](#)

[Parent Contacts](#)

[My Details](#)

3. Finance Portal Options

(a) Finance

This area of the portal is primarily for information purposes, in particular enabling you to review transaction history and account activity.

The screenshot shows the Finance Portal interface. At the top, there are navigation tabs: 'Intro', 'Finance', and 'Logout'. Below this, a 'Welcome' message is visible. The main content area displays account summary information: 'Total Owing/Overdue: \$0.00', 'Overall Balance:', 'Prepaid:', 'Last statement date:', and 'Last statement amount:'. A 'Make a Payment' button is located to the right. Below the summary, there are two sections: 'Receipt & Statement History' and 'Transaction History'. The 'Receipt History' table has columns for 'Date', 'Receipt no', 'Amount', and 'Transaction description', and shows 'No receipts found.'. The 'Statement History' table has columns for 'Date', 'Statement no', 'Due date', 'Balance', 'Statement description', and 'Last viewed', and shows 'No statements found.'. A 'Last statement' button is at the bottom left. A green arrow points from the 'Finance' tab to the 'Make a Payment' button.

(b) Nominating your Payment Plan

To access information about your tuition fees and the available payment plans, go to the 'Finance' tab at the top of the Portal Page and then select 'Payment Plans'.

On the 'Payment Plans' screen, you have a choice of payment plans to choose from. Our preference is for the College to administer your fee payments.

This screenshot shows the navigation menu at the top of the Finance Portal. The 'Finance' tab is selected. A dropdown menu is open, showing options: 'Payment Plans', 'Manage Payment Options', and 'Make An Account Payment'. A green circle highlights the 'Payment Plans' option, and a green arrow points to it from the right.

The screenshot shows the 'Your Account Balance Summary' page. It lists various fees and their amounts: 'Total owing from prior year', 'Concession' (with a minus sign), 'Tuition', 'Technology Support Levy', 'Fees Total', and 'Voluntary Building Fund'. A 'Total' row is at the bottom. To the right of the table, there are explanatory notes: 'If applicable, relates to scholarship concession', 'Annual bill for child/children in [] school year', 'Charges are dependent on year level of student', and 'Voluntary building fund that can be incorporated into your payment plan'. A green arrow points from the 'Total' row to the explanatory text. Another green arrow points from the 'Concession' row to the text 'If applicable, relates to scholarship concession'. A third green arrow points from the 'Tuition' row to the text 'Annual bill for child/children in [] school year'. A fourth green arrow points from the 'Technology Support Levy' row to the text 'Charges are dependent on year level of student'. A fifth green arrow points from the 'Voluntary Building Fund' row to the text 'Voluntary building fund that can be incorporated into your payment plan'. At the bottom, a note states 'The payment options below apply to this amount only.'

i) 'Yes' to College Managed Plan

Please select the 'Yes' box if you would like the College to manage your payment plan.

Available Payment Methods

Families are required to select a payment plan and method of payment. Preference is given to the College managing these arrangements to assist families each year. Please confirm that you wish to enter into a payment plan agreement:

Yes

Discounts Available

	Discounts	Fees Total After Discount
Plan 1 -		
Plan 2 -		
Plan 3 -		

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 -		
Plan 2 -		
Plan 3 -		

Available Payment Plans

Families have three (3) options to choose from to pay the Annual Tuition Fees [Annual, Quarterly or Monthly (10)]. Please select an option below.

Plan 1 Single Payment [] [] [] **Voluntary Contribution** = []

A single annual payment (less % discount) to be paid on or before []. Please note that if a Voluntary Building contribution has been selected then this amount will be added to your payment plan and will appear on the next payment confirmation screen.

Plan 2 4 Payments [] [] **Voluntary Contribution** = []

Four quarterly payments to be paid on [] November [], 15 February [], 15 May [] and 15 August [].

Plan 3 10 Payments [] [] **Voluntary Contribution** = []

10 monthly payments to be paid on [] November [] and then on the 15th day of each month for December [] to August [].

Submit Selection / Terms & Conditions

I have read, understand agree to the terms and conditions of the College's Fees & Levies / Bursaries Regulations and will ensure all payment obligations are met to accord with my / our enrolment agreement with the College.

[Proceed to next step](#)

Select a payment plan of your choice. Acknowledge the 'Terms and Conditions' and proceed to the next step. Please note if you have chosen to contribute to the Voluntary Building Fund a payment(s) amount will be adjusted accordingly.

Please review the selection and continue.

Review your selection

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

You have chosen to have **Genazzano FCJ College** administer payment plan **1** consisting of **1** payment(s) of [] (plus, if applicable, your selected Voluntary Contribution) to be paid on [], which includes your []% discount of [].

Total fee without discount : []

Back

Continue

Select 'Continue'.

Confirmation of payment will be displayed.

Accepted, the following payment option details have been submitted

Thank you, your payment plan selections have been received and will be processed accordingly.

You have chosen to have Genazzano FCJ College administer payment plan 1 consisting of 1 payment of \$ [] due on [] which includes your [] % discount of []

Total fee without discount : \$ []

ii) 'No' to College Managed Plan

By selecting 'No', you are required to administer the payment via BPay, EFT, Cheque or Eftpos/Cash in accordance with the due dates.

Select a payment plan of your choice. Acknowledge the Terms and Conditions and proceed to the next step.

Available Payment Methods

Families are required to select a payment plan and method of payment. Preference is given to the College managing these arrangements to assist families each year. Please confirm that you wish to enter into a payment plan agreement:

Yes

Discounts Available

	Discounts	Fees Total After Discount
-		
Plan 1 -		
Plan 2 -		
Plan 3 -		

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 -		
Plan 2 -		
Plan 3 -		

Available Payment Plans

Families have three (3) options to choose from to pay the Annual Tuition Fees [Annual, Quarterly or Monthly (10)]. Please select an option below:

Plan 1 Single Payment [] Voluntary Contribution = []
 A single annual payment (less [] discount) to be paid on or before [] November []. Please note that if a Voluntary Building contribution has been selected then this amount will be added to your payment plan and will appear on the next payment confirmation screen.

Plan 2 4 Payments [] Voluntary Contribution = []
 Four quarterly payments to be paid on [] November [], 15 February [], 15 May [] and 15 August [].

Plan 3 10 Payments [] Voluntary Contribution = []
 10 monthly payments to be paid on 22 November [] and then on the 15th day of each month for December [] to August [].

Submit Selection / Terms & Conditions

I have read, understand agree to the terms and conditions of the College's Fees & Levies / Bursaries Regulations and will ensure all payment obligations are met to accord with my / our enrolment agreement with the College.

Proceed to next step

Please review the selection and continue

Review your selection

Please confirm your selection by clicking the continue button.

You have chosen to have **Self-administer** payment plan **1** consisting of **1** payment(s) of [redacted] (plus, if applicable, your selected Voluntary Contribution) to be paid on **November** [redacted], which includes your [redacted] % discount of [redacted]

Total fee without discount : [redacted]

Back
Continue

Confirmation screen will show advising payment amount.

Accepted, your selections have been submitted

You have chosen to have **Self administer** payment plan **1** consisting of **1** payment of \$ [redacted] due on [redacted], which includes your [redacted] discount of \$ [redacted]

Total fee without discount : \$ [redacted]

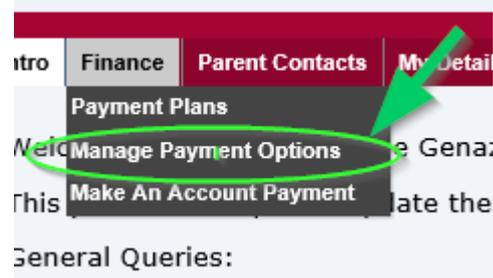
As you have chosen to self-administer your tuition payment with the College, please ensure you comply with the due dates.

4. Manage Payment Options

This allows you to edit, delete and activate your stored credit card/s or direct debit details.

The credit card currently used (if one exists) will have the status of 'confirmed'.

Once 'New Payment Option' is selected, choose the account you wish to connect the details to.



Manage Payment Options

Upon entering the details please click save to submit your first card details. If you wish to add any additional cards, please click on the "New Payment Option" button.

Amex cards attract 1% surcharge

Credit Card						
Card Type	Cardholder	Card Number	Expiry	Bank	Status	
Linked Account Name:						
Visa Card	[redacted]	[redacted]	[redacted]	[redacted]	Confirmed	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

To add card or direct debit details, click "New Payment Option"

Select 'Next'

b) Adding Direct Debit Details

Credit Card
 Direct Debit to Bank Account

Direct Debit

Financial Institution:
 Branch Name:

Account Name (in full):

BSB:
 Account No.:

Complete Direct Debit

Confirm your payment options are to be submitted.

You are about to submit your payment option details for record.

The following confirmation of acceptance will display.

Your direct debit will be added to your list of managed bank accounts.

Accepted. The following banking details have been submitted:

Name of the Financial Institution:
 Branch name:
 Account Name:
 BSB:
 Account No.:

Credit Card

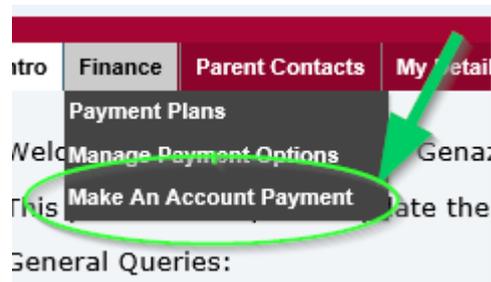
Card Type	Cardholder	Card Number	Expiry	Bank	Status	
Linked Account Name: <input type="text"/>						
Visa Card	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Confirmed	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Direct Debit

Bank	Account	BSB	Account No.	Branch	Status	
Linked Account Name: <input type="text"/>						
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Pending	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

5. Make a Payment

At any time, you can make an additional payment towards your college accounts using your credit card option only.



Make a Payment ✕

Please note once the payment is clear, your account balance will be updated on the next business day.

Linked Account Name:

Total Owing/Overdue: 0.00

Payment Amount:

Total:

Additional Information:

Cancel
Next

Queries

If you have any queries, please contact a member of the Finance Office via phone +613 8862 1234 or email: accounts@genazzano.vic.edu.au