

Payment of school fees from Fees In Advance.

Option 1

If you **only** have credit to apply to a fee you must email the school.

EG. Your FIA is \$100 and you wish to pay for Athletics Carnival \$18.00 – **email school.**

Whilst you are able to access the 'use credit' button on your screen, the system will not actually apply the credit without you emailing the school.

Option 2

If your fee is greater than your FIA total, you may apply the credit when you pay the difference in POP.

EG. Your FIA is \$59.50 and you wish to pay for Subject Levies \$70.00. You will apply \$59.50 in credit first, then the balance of \$10.50 in the Parental Online Payment portal with credit card.

Screen examples shown below:

Click on the 'use credit' link

The screenshot shows a payment portal interface. A modal window is open in the center, displaying an information icon and the text: "You have unallocated credit. You have \$59.50 of credit that can be used against your owing items." Below this text are two buttons: "Use credit" (highlighted with a red circle) and "Close".

In the background, a table lists items with columns for "Amount", "Paid", and "Balance (\$)". The table contains three rows of data:

Amount	Paid	Balance (\$)
\$70.00	\$0.00	70.00
\$82.00	\$0.00	82.00
\$35.00	\$3.00	32.00

At the bottom of the screen, there are two buttons: "+ Add Other Item" and "% Split Payment". The "Grand Total: \$184.00" is displayed in the bottom right corner.

The following screen is displayed. You may now click on 'apply credit' to the fee you wish to pay. This will automatically fill the balance field with the difference owing.

sted in the table below are the items currently applicable to Isabella. The checkboxes can be used to select what items you wish to pay. You have **unallocated credit** that can be applied to the items below by clicking the 'Use Credit' button in the left-hand column.

ou may modify the amount you wish to pay for a particular item by typing the desired amount into the 'Balance (\$)' column.

hen ready to make your payment, fill out the 'Payer Details' section and press 'Next' at the bottom of the page.

B. Payments made online can take up to 2 business days to be processed by the school and reflected on this payment page.

<input checked="" type="checkbox"/>	Date Added	Due	Item Name	Amount	Paid	Credit Applied (\$)	Balance (\$)
<input checked="" type="checkbox"/>	04/02/2020		Course Fee for Subject Levies	\$70.00	\$0.00	Apply Credit	70.00
<input checked="" type="checkbox"/>	04/02/2020		Vol Sch Con for Voluntary School Contri...	\$82.00	\$0.00	Apply Credit	82.00
<input checked="" type="checkbox"/>	04/02/2020		Workbooks for Student Workbooks	\$35.00	\$3.00	Apply Credit	32.00

Grand Total: \$184.00
+ \$0.00 credit

[+ Add Other Item](#) [% Split Payment](#)

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<input checked="" type="checkbox"/>	Date Added	Due	Item Name	Amount	Paid	Credit Applied (\$)	Balance (\$)
<input checked="" type="checkbox"/>	04/02/2020		Course Fee for Subject Levies	\$70.00	\$0.00	59.50	10.50
<input checked="" type="checkbox"/>	04/02/2020		Vol Sch Con for Voluntary School Contri...	\$82.00	\$0.00	Apply Credit	82.00
<input checked="" type="checkbox"/>	04/02/2020		Workbooks for Student Workbooks	\$35.00	\$3.00	Apply Credit	32.00

Grand Total: \$124.50
+ \$59.50 credit

[+ Add Other Item](#) [% Split Payment](#)

Once you have applied the credit you can now complete the Payer Details section and by clicking on 'next' you will be redirected to the POP (Parent Online Payment portal) to complete the transaction.

School Details		Date	Added	Due	Item Name	Amount	Paid	Credit Applied (\$)	Balance (\$)
Elanora Heights Public School (4199) 43 Elanora Road, ELANORA HEIGHTS NSW 2101 (02) 9913 7283 elanorahts-p.school@det.nsw.edu.au		<input checked="" type="checkbox"/>	04/02/2020		Course Fee for Subject Levies	\$70.00	\$0.00	59.50	10.50
Downloads 2020 Fee letter.pdf		<input checked="" type="checkbox"/>	04/02/2020		Vol Sch Con for Voluntary School Contri...	\$82.00	\$0.00	Apply Credit	82.00
Grand Total: \$124.50 + \$59.50 credit		<input checked="" type="checkbox"/>	04/02/2020		Workbooks for Student Workbooks	\$35.00	\$3.00	Apply Credit	32.00
				+ Add Other Item		% Split Payment		Grand Total: \$124.50 + \$59.50 credit	

Payer Details

Your Name: Contact Phone Number: Contact Email Address:

You will be redirected to a secure Westpac site to make your online payment.