



## **Bpay Policy**

### **Rationale:**

- Effective Bpay management provides the College with an alternative means of collecting College education payments.

### **Aims:**

- To provide an alternative method for families/guardians to make payments to the college in accordance with Schedule 1 of the Victorian Information Privacy Act 2000.

### **Implementation:**

- BPAY facility is to be provided by Department of Education and Training through Cases21.
- BPAY is an electronic bill payment service providing families with the option of paying their College account at any time of day or night, or on any day of the year via telephone or internet banking.
- Money paid by parents/guardians should be followed up with an email to the College email, [alkira.sc@edumail.vic.gov.au](mailto:alkira.sc@edumail.vic.gov.au) stating what the amount they have paid is for.
- The daily Unprocessed BPAY Receipts report is printed. This identifies the BPAY payments made each day by families, to the College.
- A separate receipt batch (not containing cash or cheque transactions) for BPAY receipts will be maintained and updated at the end of each day.
- Payments are processed against relevant charges in Cases21.
- Bank deposit and audit trail reports are printed for each batch.
- The year's batch and BPAY reports are archived according to DET guidelines, and retained for 7 years.
- Refunds for payments must be requested in writing.

### **Resources:**

- Schedule 1 of the Victorian Information Privacy Act 2000
- Internal Control for Schools, accessed at <http://www.education.vic.gov.au/management/financial> for information regarding internal control measures applicable to receipting.
- Finance Manual for Victorian Government Schools V6.1 Section 15. Receipting and Banking

### **Evaluation:**

This policy will be reviewed as part of the College's three-year review cycle.