



Alkira
Secondary College

Personalised learning for all. Respect for the individual learner.

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Third Party Internet Revenue Collection (COMPASS) and Direct Debit POLICY

Rationale:

- Effective Direct Debit management provides the College with alternative means of collecting College education payments.

Aims:

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

Implementation:

- Alkira Secondary College utilises Compass Pay – an online communication and finance system. Parents are able to make secure online credit card payments via this facility.
- Direct Debit MOTO facility is to be provided for Credit Cards via green form filled out and signed by parent/guardian of the student. A pink form is filled out by Business Manager (or delegate) when authority is given by parent/guardian over the phone.
- The Business Manager (or delegate) is authorised to manually enter credit card details as per Direct Debit Authorisation forms submitted for payments into COMPASS.
- Payments are offered for equal weekly, fortnightly, monthly, or quarterly amounts on dates set out at the beginning of each school year and provided to parents/guardians in the agreement. Alternate payment amounts can be entered as per agreement with the Business Manager and agreed by both parties with relevant paper work.
- Parents/guardians can give verbal or written permission to use current information stored on Compass for new payment plans and /or extension of current payment plan to enable alterations to incorporate new charges. This may affect deduction amounts and dates and will allow for the flow from one College year to the next without the need for a new completed form.
- Direct Debit forms are to be kept in a folder which is to be kept in the strong room for security and privacy reasons.
- Eftpos Moto Receipts are to be printed and filed in an envelope clearly marked with the date of the processing and type of processing, i.e. fortnightly and kept in the fire proof safe.
- Eftpos Moto Receipts are to have the date, Batch Number, student/family name and type of payment (i.e.; fortnightly written on the back of the receipt).
- Once Direct Debit form is lodged and processed through Compass, the green form is stamped as Entered, with date and person's initial, and made available to customer if requested.
- At the completion of the direct debit arrangement for each school year, all documentation for the family/guardian is to be put into an envelope clearly marked with the name details and year and then filed in an archive box as per archive guidelines which is 7 years.

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.

This policy was last ratified by School Council in **June 2016**