

How to make a payment

Bpoint payment by card continues to be the preferred method of payment for Brisbane School of Distance Education.

The advantages of using Bpoint are:

- Offers secure payment portal in partnership with the Commonwealth Bank of Australia
- Ownership remains with the payee, so they know exactly what is happening with their funds.
- Improved payment processing times; with funds generally clearing overnight
- Autonomy of payment and account allocation
- Provides greater flexibility; allowing families to make payment at any time of the day and not being restricted to BrisbaneSDE office opening times.

[For the 2021 enrolment period, how you make your payment will change...](#)

Generic payment forms/remittance forms are no longer being used to make payment for Home Schooling Fees, Subject and/or resource fees.

Each student will be invoiced accordingly (as below):

Continuing Students (currently enrolled & active in 2020):
<ul style="list-style-type: none">• Families will receive an invitation to re-enrol by email and asked to submit the required documents• An invoice will be issued for each student (system generated from OneSchool and is unique to the individual so please make note of the invoice & CRN when making payment)• If a student intends on re-enrolling follow advice and return enrolment documents as required and arrange payment according to the invoice issued

New Students
<ul style="list-style-type: none">• Families to complete the required enrolment application according to their category• Upon receipt of a complete enrolment application an invoice will be raised accordingly and you can then make payment upon receipt of invoice <p>We encourage payments to be made by BPoint, funds generally clear overnight Enrolment will progress upon receipt of funds</p>

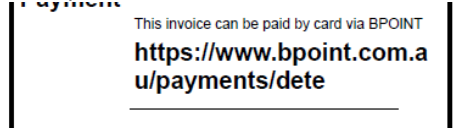
Please Note: *if a family decides not to return or withdraw the students enrolment application, the invoice will be revoked and payment is not required.*

Payment Forms will still exist for:

- Non-Compulsory Uniforms – Shirts, Caps and Bucket Hats
- Activities – Camps, Excursions, competitions etc
- Other – ID Cards, Voluntary Financial Contributions and Courier Fees for Overseas Students

If you need help with making a payment using Bpoint, by invoice or payment form please see below...

To make a payment by card using Bpoint (for an invoice you have received):

Step 1	Select the hyperlink/web address in the Bpoint payment box on the invoice <i>Example:</i>  The link selected on the invoice will populate the following information relating the student named on the invoice issued: (Unique Customer Reference Number (CRN) & Invoice Number)
Step 2	Enter the amount (AUD) required for payment Note: Please refer comment/notation below the invoice totals for further direction (if applicable)
Step 3	Select your payment option – Mastercard, Visa or Masterpass
Step 4	Review Payment Information – Customer Reference Number (CRN), Invoice Number, Student Name and Payment Amount.
Step 5	Enter Card Details – Card Number, Expiry Date and CVV/CVN
Step 6	Select 'Proceed' to process your payment
Step 7	Record your Bpoint receipt number for your records – this is your proof of payment and allows us to trace the payment if required.

To make a payment by card using Bpoint (using a payment form)

The information provided on this payment form is generic, and applies to all students who are invited to an activity (Camps, Excursions Etc) or those who are wanting to pay for an ID Card, Courier Fees or make a Financial Contribution to BrisbaneSDE.

Please ensure that you complete the following steps to ensure payment is recorded accurately for each student.

Step 1	Select the hyperlink/web address lower on the page of the Payment Form provided
Step 2	Enter the Customer Reference Number (CRN); from the payment form
Step 3	Enter the Invoice Number; from the payment form (this helps identify what the payment is for)
Step 4	Enter the Students Full Name
Step 5	Enter the Amount (AUD); from the payment form
Step 6	Select your payment option - Mastercard, Visa or Masterpass
Step 7	Enter Card Details – Card Number, Expiry Date, CVV/CVN
Step 8	Review Payment Information – Customer Reference Number (CRN), Invoice Number, Student Name and Payment Amount
Step 9	Select 'Proceed' to process your payment
Step 10	Record your Bpoint receipt number for your records – this is proof of payment and allows us to trace the payment if required
	Payment Form (ID Card, Courier Fee or Voluntary Financial Contribution (VRC) should be completed and returned to accounts@brisbanesde.eq.edu.au for account allocation and receipting
	Payment Form for an activity (Camp, Excursion etc) is not required for return, unless otherwise specified. Payment information will be supplied to the organising teacher after the due date or when numbers reach capacity. A strict user-pays ruling applies

Traditional payment methods continue to be offered/accepted, however we strongly encourage EFTPOS when making payment in person at Brisbane School of Distance Education.

As we do not store cash on the premises, we ask that if you are making payment by cash, that you do have the correct money, as we are unable to provide change.

If you have any questions please contact the team on (07) 3727 2408 or email accounts@brisbanesde.eq.edu.au