

## Lilydale Heights College

### Parent Payment Arrangements 2025

Dear Families,

Lilydale Heights College is looking forward to another great year of teaching and learning and would like to advise you of the College's voluntary financial contributions in 2025.

Schools provide students with free instruction to fulfil the standard Victorian Curriculum, and we want to assure you that all contributions are voluntary. Nevertheless, the ongoing support of our families ensures that our school can offer the best possible education and support for our students. Contributions from families make a huge difference to our school and the programs we can offer.

Within our school this support has allowed us to offer a wider range of subjects and special curriculum experiences, as well as enhanced digital learning opportunities through upgrades to our Apple iMac computer labs, and faster WiFi and internet.

#### Payment Methods

Lilydale Heights College offers various payment methods:

1. Compass Billing – payment in full or instalment options available (*preferred option*)
2. Eftpos (over the phone or in person in the General Office, or via credit card slip on page 3)
3. Cash or direct deposit
4. Centrepay deductions

#### Financial Support for Families

Lilydale Heights College understands that some families may experience financial difficulty and offers a range of support options, including:

- The Camps, Sports, and Excursions Fund (CSEF)
- State Schools Relief support for uniform and textbooks
- Local community supports

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact Tim Chapman on 9735 1133 or by email [timothy.chapman@education.vic.gov.au](mailto:timothy.chapman@education.vic.gov.au)

#### Refunds

Parent requests for refunds are subject to the discretion of the school and made on a case-by-case basis. Refunds will be provided where the school deems it is reasonable and fair to do so, taking into consideration whether a cost has been incurred, the Department's Parent Payments Policy and Guidance, Financial Help for Families Policy, and any other relevant information.

Yours sincerely,



Shane Kruger  
Principal



Paul Koenig  
School Council President

Instructions:

1. Please write your student's name in the box below
2. Highlight the amount for each item you wish to pay in the column to the right
3. Enter your total contribution at the bottom of the page
4. On the next page, tick your preferred payment option

Please return both pages to the General Office or via email to [lilydale.heights.co@education.vic.gov.au](mailto:lilydale.heights.co@education.vic.gov.au) when completed (*this is not required if paying by Compass – see payment options on next page*).

Student Name:

### Curriculum Contributions

*Items that students use or own / activities that students participate in to access the curriculum*

Year 10 student ID card and student planner	\$30
Year 10 classroom materials and equipment Provision and maintenance of ICT services (internet, helpdesk, etc.) Printing and photocopying of learning materials Online subscriptions: Compass, Essential Assessment	\$320
Wellbeing programs: The Resilience Project materials and guest speakers	\$30
<b>Total</b>	<b>\$380</b>

### Other Contributions

*Non-curriculum items and activities*

School Magazine – celebration of 2025	\$25
Student printing credit (for use in all classes)	\$20
School Sports Victoria Membership	\$10
First Aid equipment and staffing	\$20
School grounds maintenance and improvements	\$25
General contribution (to fund items including music and sports equipment and student loan laptops)	\$150
School padlock for locker (new students only)	\$20
<b>Total</b>	

### Tax-Deductible Contributions

Building Fund – A tax deductible contribution to support maintenance, renovations, and upgrades to school buildings and grounds that improve the learning environment for students	\$100
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### Total Contribution

Curriculum contributions	Amount	\$380	
Other contributions	Amount	\$_____	Total \$
Tax deductible contributions	Amount	\$_____	<input style="width: 100px; height: 40px; border: 2px solid black;" type="text"/>

# Lilydale Heights College Payment Options 2025



The Lilydale Heights College School Council is mindful of the cost to parents of educating children and makes every endeavour to keep Curriculum Contributions to a minimum.

Name/s of student/s	Year Level	Amount \$
	10	

Payment Options (Please indicate by ticking the appropriate box)

**Option 1**      **Compass (*preferred option*)**

Log in to your home page and navigate to the Payment Centre to pay in full or in instalments – see instructions on the following pages.

**Option 2**      **Pay via credit card authorisation**

Complete the credit card authorisation form below and return it to the General Office

**Credit Card Authorisation**

Name of Cardholder: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Card Number

Expiry Date  /       3 Digit Verification number \_\_\_\_\_ (CVV)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Option 3**      **Pay over the phone or in person**

Contact the General Office on 9735 1133 or attend in person between 8:15am-4:15pm to pay via Eftpos or cash.

**Option 4**      **Pay by direct deposit**

Payments can be made directly into our bank account using the details below.

**Direct Deposit details**

Bank: CBA      BSB: 063-093      Account No: 100 005 89

Please enter your student's name or student code in the payment description and email [lilydale.heights.co@education.vic.gov.au](mailto:lilydale.heights.co@education.vic.gov.au) to inform the College that the payment has been made.

**Option 5**      **Pay via Centrepay**

Authorise to have deductions taken from Centrelink (minimum \$25 fortnightly): please complete an Authorisation Form available from the General Office.



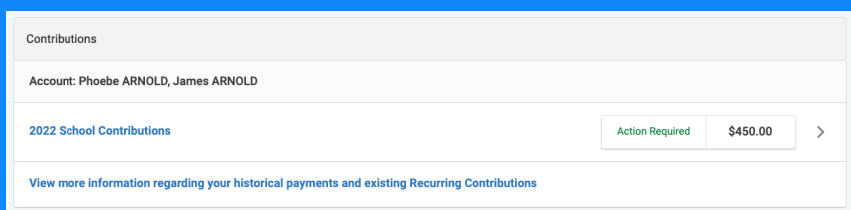
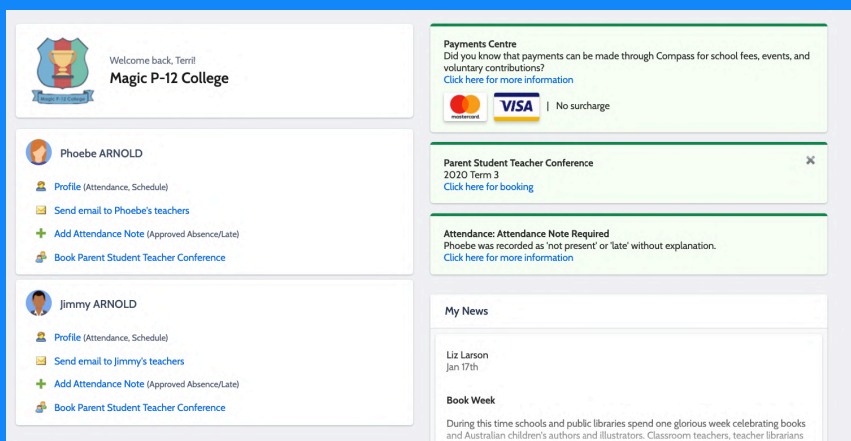
# School Fees & Contributions Parent Guide

A step by step guide to take you through paying your school contributions through the Compass Portal.



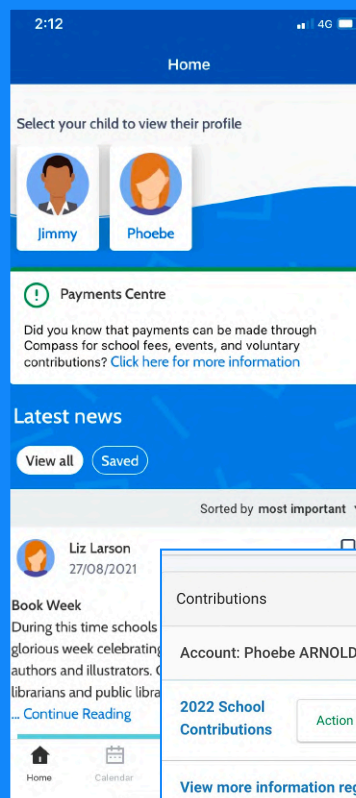
## Web Browser

Click the 'Payment Centre' Banner from your Home Page to access your Contributions.



## Compass App

Select Payments Centre from your Home Page.

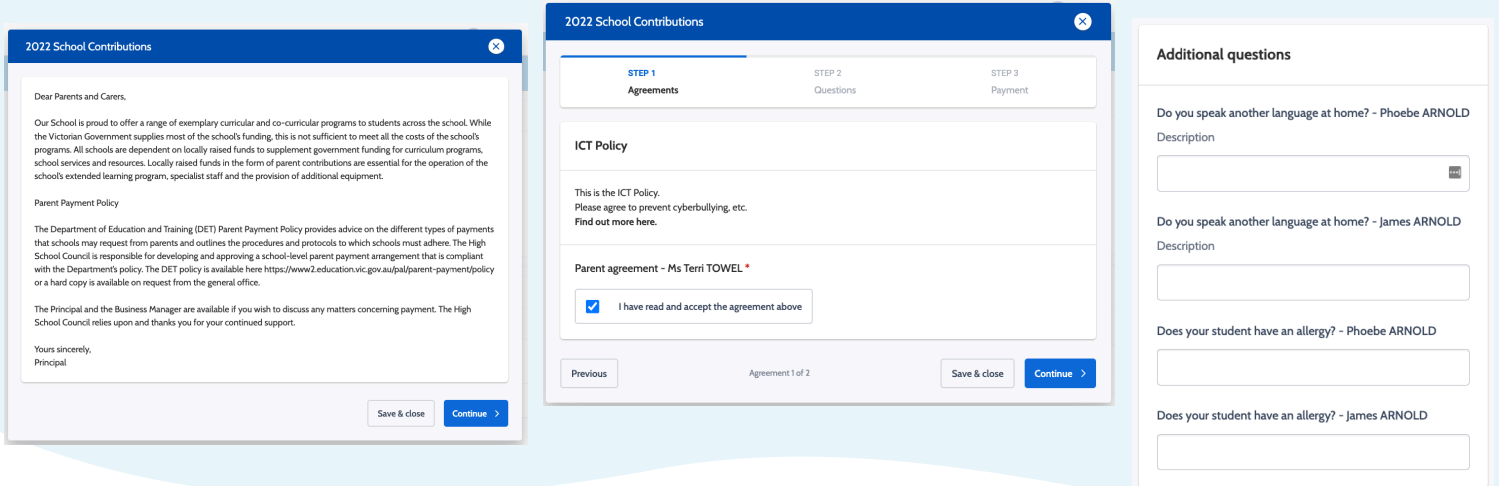




## 1. Description, Agreements & Questions

The first thing you'll see is your school's customised description, detailing information about contributions.

Clicking through, you may be prompted to fill out any Agreements & Questions that are relevant to your student and their enrolment.



**2022 School Contributions**

Dear Parents and Carers,

Our School is proud to offer a range of exemplary curricular and co-curricular programs to students across the school. While the Victorian Government supplies most of the schools funding, this is not sufficient to meet all the costs of the schools programs. All schools are dependent on locally raised funds to supplement government funding for curriculum programs, school services and resources. Locally raised funds in the form of parent contributions are essential for the operation of the school's extended learning program, specialist staff and the provision of additional equipment.

**Parent Payment Policy**

The Department of Education and Training (DET) Parent Payment Policy provides advice on the different types of payments that schools may request from parents and outlines the procedures and protocols to which schools must adhere. The High School Council is responsible for developing and approving a school-level parent payment arrangement that is compliant with the Department's policy. The DET policy is available here <https://www2.education.vic.gov.au/pai/parent-payment/policy> or a hard copy is available on request from the general office.

The Principal and the Business Manager are available if you wish to discuss any matters concerning payment. The High School Council relies upon and thanks you for your continued support.

Yours sincerely,  
Principal

**2022 School Contributions**

STEP 1 Agreements    STEP 2 Questions    STEP 3 Payment

**ICT Policy**

This is the ICT Policy. Please agree to prevent cyberbullying, etc. [Find out more here.](#)

**Parent agreement - Ms Terri TOWEL \***

I have read and accept the agreement above

Previous    Agreement 1 of 2    Save & close    Continue >

**Additional questions**

Do you speak another language at home? - Phoebe ARNOLD

Description

Do you speak another language at home? - James ARNOLD

Description

Does your student have an allergy? - Phoebe ARNOLD

Description

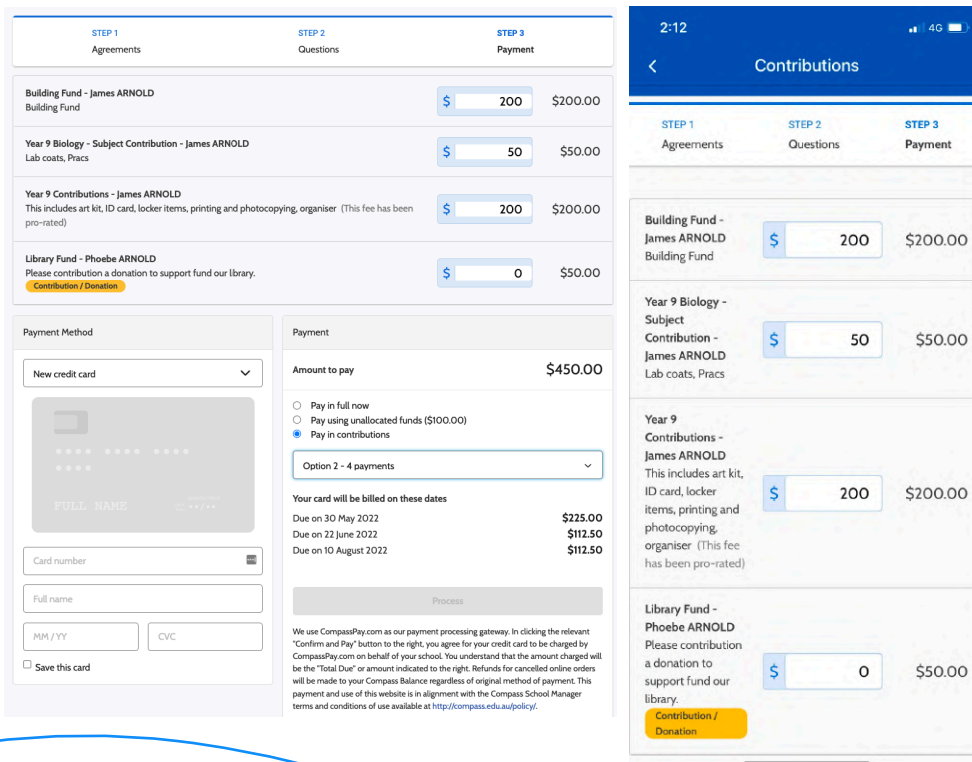
Does your student have an allergy? - James ARNOLD

Description

## 2. Paying your Contributions

Next, you'll see the contributions your school has posted against your student/s.

From here, you may have a few different items to choose from, broken down by student and fee type. As each item is voluntary, you can choose the amount you'd like to pay today. Next time you access your Contributions, the amounts available to pay will have decreased.



**STEP 1 Agreements    STEP 2 Questions    STEP 3 Payment**

Item	Amount	Total
Building Fund - James ARNOLD Building Fund	\$ 200	\$200.00
Year 9 Biology - Subject Contribution - James ARNOLD Lab coats, Pracs	\$ 50	\$50.00
Year 9 Contributions - James ARNOLD This includes art kit, ID card, locker items, printing and photocopying, organiser (This fee has been pro-rated)	\$ 200	\$200.00
Library Fund - Phoebe ARNOLD Please contribution a donation to support fund our library. <b>Contribution / Donation</b>	\$ 0	\$50.00

**Payment Method**

New credit card

Payment

Amount to pay **\$450.00**

Pay in full now  
 Pay using unallocated funds (\$100.00)  
 Pay in contributions

Option 2 - 4 payments

Your card will be billed on these dates

Due on 30 May 2022	\$225.00
Due on 22 June 2022	\$112.50
Due on 10 August 2022	\$112.50

Process

We use CompassPay.com as our payment processing gateway. In clicking the relevant "Confirm and Pay" button to the right, you agree for your credit card to be charged by CompassPay.com on behalf of your school. You understand that the amount charged will be the "Total Due" or amount indicated to the right. Refunds for cancelled online orders will be made to your Compass Balance regardless of original method of payment. This payment and use of this website is in alignment with the Compass School Manager terms and conditions of use available at <http://compass.edu.au/policy/>.

**Contributions**

STEP 1 Agreements    STEP 2 Questions    STEP 3 Payment

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## Payment Options

### 1. Credit Card/Saved Card

Just like an Event, pay the chosen amount in one go.

### 2. Payment Plan

Choose from your school's preset options to setup a direct debit.

### 3. Credits/Unallocated Funds

If you see this option, your school has applied a credit against your account.

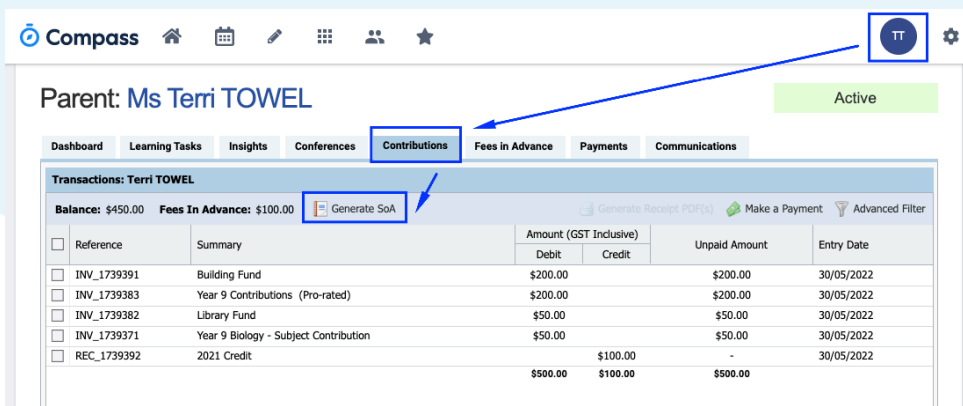
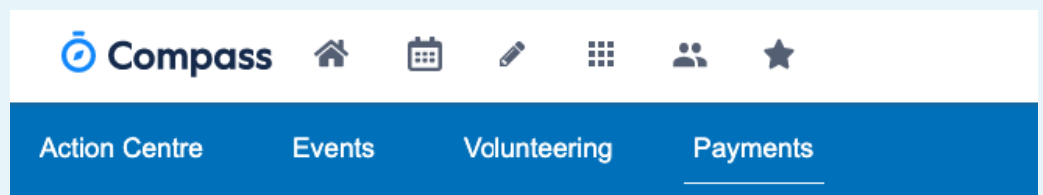
The amount you're choosing to pay here will need to equal the credit amount.

### 3. Accessing your Payment History

Each time you make a payment through Compass, you'll receive a receipt straight to your email address.

Within the portal, you can also access your **Payment History through Payments Centre**.

To generate a **Statement of Account PDF**, simply navigate to your parent account via your initials in the top right, and select the Contributions tab. From here, generate your SoA.



### Handy Tips & Tricks

- ✓ **Chip away at your Contributions as you please!**  
 You can access your Compass App at anytime to see what's been paid, and choose to pay more if required.
- ✓ **Keep all your Events and Contributions in one spot.**  
 No need to jump between multiple programs and paper forms - it's all in Compass!
- ✓ **Manage your own Payment History in-app, without having to call up the Admin Office!**  
 Automated emails and downloadable statements make it even easier to know what's been paid.

