

## RESPONSIBILITY RECORD FOR SCHOOL PAYMENTS

Some parents / guardians share the financial responsibility of the costs associated with their child's education. The school's student and financial management program, *OneSchool*, is able to accommodate a nominated percentage split of invoices between identified parents / carers for school fees, excursions and other activities. Please complete the details below so that the school can record financial responsibility for your student indicating the percentage share (e.g. 50% per parent).

### STUDENT DETAILS

Student Name:	Roll Class:
Student Name:	Roll Class:
Student Name:	Roll Class:
Student Name:	Roll Class:

### PARENTS'/GUARDIANS' DETAILS AND CONSENT

Parent/Guardian's Full Name	Relationship to Student	% Share of Costs	Signature	Date
		Must = 100%		

### TERMS AND CONDITIONS

To allow the school to process this record, all parties are expected to sign.

By signing this form I/We acknowledge that ALL expenses incurred by our student including, but not limited to, school fees, excursions, camps will automatically be split at the above percentage.

I/We also acknowledge that if one party has paid their percentage and the other party has not paid their percentage the student will not be permitted to participate in the activity or event until such time as the whole invoice is paid or paid according to the terms of an agreed Payment Plan contract.

I/We also acknowledge that our child may be denied the opportunity to participate in non-curriculum events such as Senior T-Shirt/Jersey, School Graduation and end of year activities until all accounts are paid in full.

If this record is not completed then any invoices will be incurred at 100% to the enrolling parent.

All invoices outstanding prior to this record will remain the responsibility of the enrolling parent / guardian.

### OFFICE USE ONLY:

Date Data Entered in OneSchool:		Admin Officer's Name & Signature:
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# Cairns State High School

## Payment Options

Please note that Cairns State High School accepts payments made by BPOINT, Cash, Cheque, or EFTPOS. Payments can also be made over the phone with a credit card.

### PAYING BY BPOINT: Direct payment by Credit or Debit Card to your students school account

- **Bpoint** can be accessed via the web using the following link: <http://www.bpoint.com.au/payments/dete> or by clicking the link on the bottom of the electronic invoice
- You will need to use your student's Customer Reference Number **CRN** (11 digits) which can be found on the tax invoice
- To ensure that your payment is correctly allocated enter the **Invoice No:** that you are paying from the tax invoice.

### PAYING BY PHONE: BPOINT IVR (Interactive Voice Response) Payment by Credit & Debit Card

- Call **1300631073** (24 hour service)
- Enter your Customer Reference Number, Invoice Number, Amount and Card Details

### PAYING BY PHONE DIRECT WITH OFFICE STAFF: Not available due to security issues

### PAYING BY MAIL: Payment by Credit Card or Cheque

- Credit Card details completed on Cairns High Advice below
- Cheque payable to **CAIRNS STATE HIGH SCHOOL** and returned with Payment Advice
- Post to **Cairns State High School, PO Box 5643, Cairns Qld 4870**
- Receipt will be emailed to you or given to your student in form class

### PAYING IN PERSON: Payment by Credit / Debit Card, Cash or Cheque

- Payment can be made at the School's Office, Monday to Friday between the hours of 8.00am to 3.30pm
- EFTPOS facilities are available

### PAYMENT PLANS:

- Payment Plans can be set up through the Main Office for Student Resource Scheme and Subject Fees only. Contact the Main Office for the Payment Plan Forms (Centrepay or BPOINT Electronic Direct Debit)

## Cairns High Payment Advice

Please return to: **Cairns State High School**  
**PO Box 5643, CAIRNS QLD 4870**  
**Phone: (07) 4050 3033 or email [studentaccounts@cairnsshs.eq.edu.au](mailto:studentaccounts@cairnsshs.eq.edu.au)**

Student Name: \_\_\_\_\_ Total Amount Paid: \$ \_\_\_\_\_

Payment For: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Method of payment:  EFT (Electronic Funds Transfer)  Cheque  Credit Card  Cash

Type of card \_\_\_\_\_ Card Number:

Name on Card: \_\_\_\_\_ Expiry Date: \_\_\_\_/\_\_\_\_

Signature on Card: \_\_\_\_\_