

PARAPARAUMU COLLEGE

AUTOMATIC PAYMENTS TO COVER COLLEGE COSTS

1. Setting up Automatic Payments

Parents/Guardians may make **arranged, regular, Automatic Payments** to the College bank account to assist in paying for most school expenses. An Automatic Payment form is available from the College. The money will be credited against your student's financial record. If you have more than one student, then payments will be shared by applying payments between siblings. A suggested amount is \$10 per week.



Important

Conditions of making this arrangement are:

- **you do not stop the AP**
- **all balances should be clear by the end of the school year**
- **requested donations will be automatically paid off**

Please note: If you do not wish to pay any of the donations then please contact Mrs Newall to advise.

2. Uniform

If the student's record is in credit and a history of regular **Automatic Payments** has been established then additional credit may be given for the purchase of uniform. For example, if there is a credit balance of \$150.00 then authority to process up to \$300.00 may be given.

For parents of students starting next year it is preferred that you begin payments as soon as possible.

3. Other Expenses

Any expenses for an activity organised by the College may be processed through the student's financial record with the AP paying it off, however authorisation from a parent is required. This can be by note, email, phone call or txt.

Other expenses include things such as study books, trips, OPC, sports fees and qualification fees.

Please note: Daily lunches purchased from the canteen are strictly cash/eftpos only.

4. Items that cannot be processed

The items, which cannot be processed through the AP system, are:

- Extra-Curricular clothing items (ie: Hoodies/t-shirts). This includes leavers jerseys
- Photos
- Canteen card top-ups
- Bus tickets

5. Statement of Payments and Receipts

A statement will be posted or emailed to you on request. This will show ALL transactions that have gone through your student's financial record, even those paid by another payment method. Once your student is attending college you can also view the status of your student's financial record by signing into the PARENT PORTAL using your caregiver password.

6. Recommendation:

Please keep the Automatic Payment running for the entire time your student is enrolled at College. Don't stop it during the holiday period.

Mrs Heather Newall Finance Manager (04) 902 5170 Extn 843 accounts@pc.school.nz