HOW TO PAY FEES BY BPOINT

Through an Education Qld/CBA initiative, we have a new online payment option for the payment of school fees. The new payment method is known as **BPoint** and is a secure payment method. **BPoint** can be accessed via any computer or smart phone and payments can be made via a Mastercard or VISA debit or credit card.

How to make a BPoint payment:

1. Parents MUST enter this link [https://www.bpoint.com.au/payments/dete](https://www.bpoint.com.au/payments/dete), (found in the BPoint box in the bottom left hand corner of your statement) into their web browser. The data to be entered can be found in the **bottom left hand BPoint box** on your statement/invoice.

2. It is important to check the correct Biller Code 1002534 (Department of Education & Training) which is located at the top of the BPoint payment window.

3. It is critical that the CRN number is correct. This number can be found in the BPoint box and must be typed into the CRN box on the BPoint web site.

   All data entered must be **accurate** to ensure the payment auto matches to your student’s invoice. The detail in the BPoint box is the **only information to be entered** into this window to complete your transaction.

4. **PAYMENT OF ONE INVOICE**

   You can pay from a single invoice (Attachment A): type the invoice number printed in the BPoint box at the bottom of the page into the relevant box on the BPoint web site and then the corresponding amount in the ‘Amount: $’ on the BPoint page, or

5. To pay from a Debtor Statement (Attachment B): select the invoice number you wish to pay from the list on the Statement and type the invoice number into the relevant box on the BPoint web site and then the corresponding amount in the ‘Amount: $’ on the BPoint page

   **In summary:**- 10 individual payments for 10 invoices

6. **PAYMENT OF TOTAL BALANCE ON A STATEMENT**

   To pay the total balance of a Fee Statement (Attachment C) quote the top invoice number on your Statement and type this number in the BPoint web site Invoice Number box; and

   Apply the total amount payable which is located at the bottom of the ‘Balance’ column on the Statement to make the full payment of the Statement against that invoice number. Put the total balance in the Amount: $ on the BPoint page.

   Once payment is made, the invoice chosen will be cleared and the remaining balance of the payment will be a credit on your student’s account. This will then be receipted by us against the remaining invoices for that student.

   **In summary:**- 10 invoices – 1 payment.

All 4 fields must be filled in order to proceed to payment. Once all the data is correctly entered on the first page on the BPoint web site, you will be able to move onto the next page where you will give your credit/debit card details.

Once complete a receipt for your payment will be available for you to keep. Please note that a receipt will not be sent home by the school when a BPoint payment is made.

**DO NOT MIX PAYMENT METHOD INFORMATION.**

BPoint is in the BPoint box, BPay is in the BPay box, direct deposit details are, as always, on the Payment Options Form on the reverse side of the Statement.
Once you have logged on to the BPoint web site you will see the page below.

**Attachment A: Tax Invoice Sample**

**ALL 4 fields MUST be filled in.**
Attachment B: Single Invoice on Fee Statement Sample

ALL 4 fields MUST be filled in.
Attachment C: Total Balance on Fee Statement Sample

ALL 4 fields MUST be filled in.