

## Compass: Payment Plans

This article is about how we support breaking up large payments into regular small payments on a payment plan.

### When Do We Use Payment Plans?

We will only be using payment plans for large payments with a long lead time — typically this will be school camps. We will also be able to support payment plans for annual Essential Items charges (school fees).

### How Do I Get On A Payment Plan?

For items like school camps, we will automatically add you to a payment plan. For example all parents who paid a deposit for the Grade 5/6 camp this year were added to a payment plan. A normal Compass event was created for the camp deposit (\$30). Once payment & consent were received, parents were added to the payment plan. The payment plan can then be used to pay the remaining camp fee (\$480)

### Do I Have to Use the Payment Plan?

No – the payment plan is entirely optional. On a payment plan you may choose to pay the outstanding balance in one payment, or make multiple payments on the dates in the plan. You can also use another payment method altogether (cash, cheque or CSEF).

### How Do I Use a Payment Plan?

You will generally receive a targeted news item or an email when a payment plan has been made available to you. Payment plans must be completed using the Compass website. They are not visible in the Compass App, but you can access the website by choosing the 'Open in Browser' option from the app on your device.

When you log into the website you will see a notification at the top of your news feed indicating that there is a payment ready for your attention.

## My News

### Course Confirmation/School Payments

Course confirmation and/or school payments available for completion.

[Click here to proceed](#)

When you click on the notification you will be shown the list of payment plans that you have available, both current and in the past. Click on the one that you wish to complete.

## Course Confirmation and Payments

Click on a course confirmation/payment process below to proceed.

Confirmation/Payment Process	Status
Grade 5/6 Lake Nillahcootie Camp - MORELLI, Adam (MOR0001)	Complete via Payment Plan

When you click on the name of the plan you will see the overview screen that gives the purpose of the payment, you should click on **Proceed** to subscribe to the plan.

### Course Confirmation/Payment: Grade 5/6 Lake Nillahcootie Camp

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The total cost for the camp is \$510. The remaining balance for the camp after the \$30 deposit is \$480.

This can be paid in 4 instalments of \$120 starting on the 31/05/2019 fortnightly until the 12/07/2019. If you wish you may also pay in one lump sum by the 12/07/2019.

#### Confirmation

Please click "Proceed" to begin the Course Confirmation Process

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You will then see a screen where you can see the charge. The default charge will be the amount that most parents will pay, so you should leave it as is. If you have made partial payment through another method (e.g.: CSEF) then your outstanding balance will be lower, so you can change the total on this screen to match.

For example: Year 5/6 Camp is \$510. You have paid the \$30 deposit, and used \$125 of CSEF, meaning you still have \$365 left to pay. The default amount on this screen will be \$480 (\$510 – \$30 deposit) but you should edit it to be \$365.

When you're done, click **Enter Payment Details**.

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### General Payment Items

Click on the title of an item for more information.

Item	Recommended	Amount
Grade5/6 Camp	\$480.00	<input type="text" value="\$480.00"/>
<b>Total for this section:</b>		<b>\$480.00</b>

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On this screen you can enter your card details (you can use a credit card or debit card) and then choose either **Pay Now** or **Pay in Instalments**. Pay Now will pay the entire amount in one charge and Pay in Instalments will bill your credit card on the dates in the plan. Each payment will be the total amount owing divided by the number of payments.

For example: if there are 5 payments in the plan and you owe \$365, you will be billed \$73 on each date in the payment plan. If you owe \$120 then you will be billed \$24 on each date in the payment plan.

We use CompassPay.com as our payment processing g  
CompassPay.com on behalf of your school. You unders  
statement as CompassPay.com for this payment and use c  
<http://compass.edu.au/poli>

Pay Now

Pay in Instalments

Alternatively, you can [pay in person at the school](#) - a r

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Once you have completed the payment plan you don't need to do anything else. Compass will automatically bill your credit or debit card on the dates in the plan.

### What if a Payment Fails?

Compass will automatically retry each payment 3 times. If the payment fails 3 times then the school will be notified, and we will contact you to arrange alternative payment arrangements.

### I Have Questions

Please don't hesitate to contact the school. The Business Manager and office team are very happy to answer questions and to help get you set up with all aspects of Compass.