



Cheltenham Secondary College

Policy	BPAY Receipting Policy
Author(s)	Jan Kuzmicky
Approved by School Council	February 2025
Date to be reviewed	February 2026
Endorsed by	Karl Russell - Principal

Purpose

When the school receives money via BPAY there are no details as to where the money is to be allocated. The office can spend a disproportionate amount of time contacting parents in order to allocate the money to the correct charge. This policy overcomes this problem.

Scope

To ensure that BPAY money is allocated correctly without the need to consistently phone/contact parents/guardians.

Policy

Within 48 hours of making a BPAY payment, parents/guardians are required to contact the school via email (accounts@cheltsec.vic.edu.au) stating what the payment is for.

If no email is received by the school or if the details of the email are incorrect then:

- If the amount paid equals an outstanding event or charge from the current year it will be allocated to that.
- If the amount does not equal an outstanding charge from the current year, then the payment will go against the oldest current outstanding charge.
- If there are no outstanding charges against the student, it will remain unallocated against their account and the school will contact the parent via email requesting advice as to what the parent requires. (see Refund Policy if a refund is requested).