



# HOW TO PAY YOUR ACCOUNT

## BPAY:

To use BPAY to pay your invoice, you must be registered with your financial institution to pay your bills through their telephone or internet banking service.

When making a payment please ensure that you use the Biller Code and BPay reference number located on the front of your statement (next to the BPAY logo)

Complete payment per your financial institutions requirements. Your financial institution will validate the payment and you will be provided with your receipt number immediately

## CREDIT CARD:

Somerville House accepts MasterCard, Visa, Amex and JCB credit cards. Payment may be made through the Parent Lounge.

Please refer to the detailed instructions below on payment via your Parent Lounge account. If you do not have a logon or password for Parent Lounge please contact the Service Desk at [servicedesk@somerville.qld.edu.au](mailto:servicedesk@somerville.qld.edu.au) or phone 07 3248 9234.

**Please note:** A credit card surcharge of 1% applies to all credit card payments.

## DIRECT DEPOSIT:

BSB: 034-002

Account Number: 008634

Reference: Parent Account Code (on Statement)

Overseas Payments:

Swift Code: WPACAU2S

Bank: Westpac, 260 Queen Street, Brisbane

Please ensure you email [fees@somerville.qld.edu.au](mailto:fees@somerville.qld.edu.au) to advise that you have made payment.

## MAILING:

Please send your cheque, made payable to Somerville House and print your Parent Account Code on back of cheque and addressed:

Somerville House  
Business Office  
PO Box 3357  
South Brisbane Qld 4101

## PAYING IN PERSON:

Please present your statement together with your cheque or instructions to charge your credit card to the Somerville House Business Office, The Chambers, corner Graham and Vulture Streets, South Brisbane between the hours of 8.00am and 4.30pm.

## SOMERVILLE HOUSE

17 Graham Street, South Brisbane Qld 4101 | PO Box 3357, South Brisbane Qld 4101  
P +61 7 3248 9277 | E [fees@somerville.qld.edu.au](mailto:fees@somerville.qld.edu.au) | W [www.somerville.qld.edu.au](http://www.somerville.qld.edu.au)

*A school of the Presbyterian and Methodist Schools Association. The PMSA is a mission of the Presbyterian and Uniting Churches.*

CRICOS Provider Code: 00522G | ABN 98 191 145 037



# INSTRUCTIONS ON PAYMENT

## via Your Parent Lounge Account

### STEP 1:

Logon to Parent Lounge via the Quick Links box.



### STEP 2:

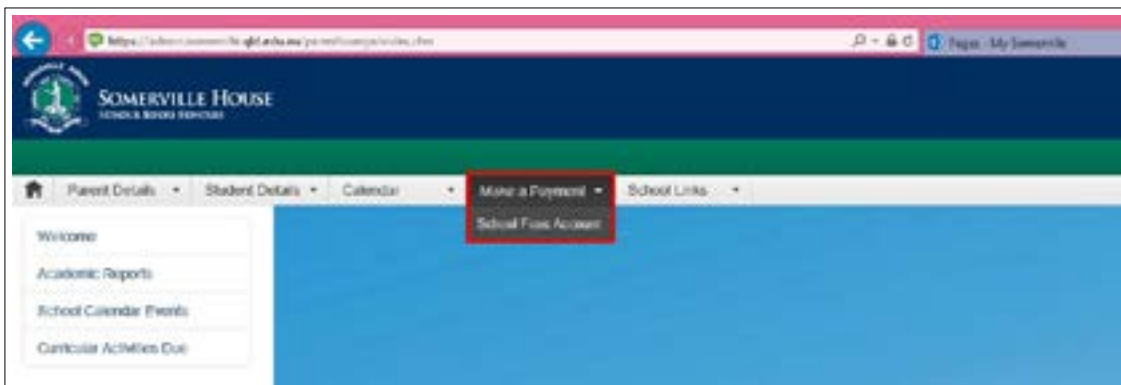
Insert your Logon ID into the username field and enter your password.



If you are not able to access the Parent Lounge or have forgotten your password, please email the School's IT department at [servicedesk@somerville.qld.edu.au](mailto:servicedesk@somerville.qld.edu.au) or phone 07 3248 9234.

### STEP 3:

Select the School Fees Account under the Make a Payment drop down menu.



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# INSTRUCTIONS ON PAYMENT

## via Your Parent Lounge Account

### STEP 4:

Enter the amount you wish to pay in the Account Payment field and Building Fund Payment field.

Step 1: Account Details	
Parent Code	11111
Current Balance of Account	\$4,925
Payment Details	
Account Payment	AUD \$ 4,925.00
Building Fund Payment	AUD \$ 200.00
<b>PAYMENT TOTAL</b>	<b>AUD \$ 5,125.00</b>

[Proceed To Payment](#)

### STEP 5:

Select the email address from the drop down menu for the receipt.

Step 2: Payment Details	
Account Payment	AUD \$ 4,925.00
Building Fund Payment	AUD \$ 200.00
<b>PAYMENT TOTAL</b>	<b>AUD \$ 5,125.00</b>
* Email for Receipt	Email Address

[Back](#) [Proceed To Payment](#)

### STEP 6:

Confirm the details on the screen and click Pay Now.

Please check that the details below are correct. Click the 'Proceed' button to change these details.

Parent Code	11111
Email for Receipt	presbyterian.com
Amount to Pay	AUD \$ 5,125.00

Click 'Pay Now' to proceed to the secure payment page. Do not use the 'Back' button in your browser after this point.

[Back](#) [Pay Now](#)

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# INSTRUCTIONS ON PAYMENT

via Your Parent Lounge Account

## STEP 7:

Work through the payment forms as directed.



### SOMERVILLE HOUSE PMSA - Make A Payment

Enter the details of the payment below. All information with an asterisk \* is mandatory.

#### Enter Payment Details

Your Parent Code:

\*Cardholder Name:

\*Card Number:

Surcharge rates apply:  
VISA 1.0%  1.0%  1.0%

\*Expiry Date:  /  \*e.g. 02 / 18

\*Card Verification Number:  [More information](#)

Payment Amount: AUD 5,125.00

Email Address:  Enter your email address if you would like to receive a tax invoice for this payment.

#### Customer Details

Description	Quantity	Unit Price	Price (AUD)
Voluntary Building Fund (ATO allowable deduction)	1	200.00	200.00
Account Payment	1	4,925.00	4,925.00
		<b>Total:</b>	<b>5,125.00</b>

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