

Parents who are assigned to receive invoices will be emailed all invoices for payment to the College such as; excursions, electives, resource scheme, laptop program and BYOD fee. It is important you keep us informed of any changes to your contact details especially mobile number and email address.

There are 3 forms that could be emailed to you regarding your child's account and it is important to understand the differences. The form will be identified, by one of the three items, on the top of the page.

1. Invoices – You will receive an invoice for fees, extra curricular activities etc. It will show the amount that is due for the activity or fee that is to be paid. Invoices for elective, Laptops and Resource schemes are only produced upon receiving your signed forms. All other invoices are produced in bulk and offered to students listed to attend the activity. If your child is not going to attend the activity you do not need to pay the invoice or notify the office. The finance department will remove all unpaid invoices after the activity has occurred.
2. Adjustment Notes – These are produced when the finance department removes any unpaid invoices from your child's account after an activity has occurred. **You DO NOT need to do anything with this form.** It is just informing you of an invoice being removed from your child's account. These will also be produced if you ask the finance department to make changes to your child's account.
3. Statements – These are produced to outline outstanding amounts on your child's account. It is purely an update of where you are up to in relation to payments. If there is a negative symbol in front of an amount that means you are in credit that amount.
4. If your account is in credit please remember to contact the office when you are invoiced for your next activity that your child attends so we can use the credit on your account. You must contact us to apply this credit.

Finance Office