

GUIDE TO MAKING TUITION FEE PAYMENT SELECTIONS ON THE PORTAL

The details below provide a guide on how to navigate the College Community Portal (the “**Portal**”) to select how you want to pay your tuition fees.

Please note, we only require you to log on to the Portal if you are a new family to the College or you wish to select a different payment plan to the one carrying over from the prior year. You can also log on to review your existing payment plan arrangement and to change the account you wish payments to come from.

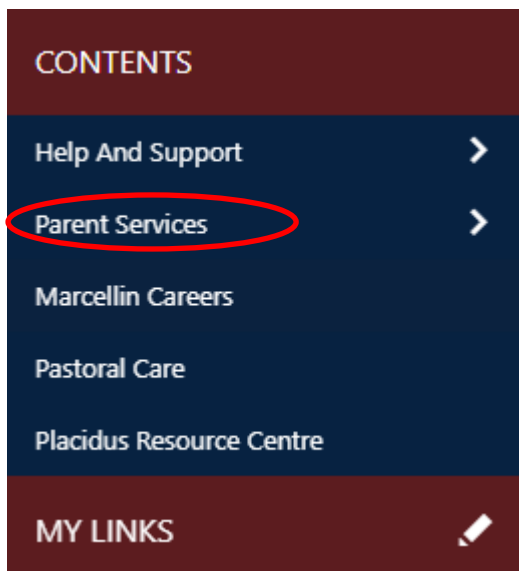
I. ACCESSING THE PORTAL

The portal can be accessed using the **Chrome** browser

- Enter the homepage: <https://marcellin.vic.edu.au/>
- Click on MyMc on the right hand side of the homepage



- On the left hand side under the Contents box click on Parent Services



Click then on

Synergetic Community Portal

2. LOGGING ONTO THE PORTAL AND CHOOSING YOUR PAYMENT PREFERENCES

Once you have navigated to the Portal, you will be prompted to type in your Username and Password.

New families will have recently received their Usernames and Passwords.

Existing families have already been issued with passwords and may even have changed them since receiving them.

3. PORTAL MENU OPTIONS

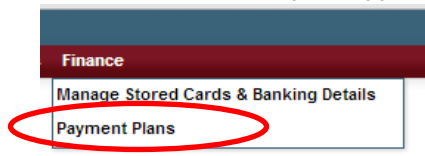
Once logged on, you will see a menu at the top of the screen.

- | | |
|-------------------------|---|
| Timetable | • View your son's timetable information |
| Attendances | • See information about your son's attendance |
| Student Contacts | • See contact details for your son's academic and Co-Curricular teachers as well as other related contacts |
| Interviews | • Used to book appointments during parent/student/teacher review periods |
| Academic | • View academic records such as interim and Semester reports |
| Finance | • Contains all the functions you need to peruse your transaction history, read tax invoices and statements, enter credit card and bank account details and to nominate your tuition fee payment preferences |

Click on **Finance**

4. NOMINATING YOUR PAYMENT PLAN

To access information about your tuition fees and the available payment plans, go to the "Finance" tab at the top of the Portal page and then select "Payment Plans". (You will need to hover over the Finance option for the drop down menu to appear. This will require use of a mouse and may not appear when using a tablet device.)



On the Payment Plans screen you will see:

a. Your account balance summary

A summary displays the total amount owing on your account. The account balance will detail the total due in relation to the 2021 tuition fees, plus any amount owing from prior years (if applicable):

Your Account Balance Summary		
Total owing from prior year	\$870.00	This amount is presently overdue.
2021 Tuition Fees	\$13,430.00	
Fees Total	\$13,430.00	The payment options below apply to this amount only.
Total	\$14,300.00	

The payment plans offered are for the 2021 tuition fees only. All other outstanding amounts are overdue and payable immediately unless an alternative payment arrangement has been entered into with the College Finance Department.

b. Select which method you will use to pay your fees

You can choose to have your tuition fee payments administered by the College via a direct debit or to make your own tuition fee payments by Bpay, cheque or credit card online or over the phone. Our preference is for the College to administer your fee payments by direct debit. The discounts available to you under each method are presented.

Please choose whether you or the College will administer your fee payments by ticking the applicable box:

Example:

Available Payment Methods

Would you like us to administer payments on your behalf?

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No. I will administer my own fee payments according to my selected payment plan, observing the scheduled due date of each payment.
Discounts Available	Discounts Available
-	-
Plan 1	Plan 1
-	-
3% \$402.90	3% \$402.90
Plan 2	Plan 2
-	-
2% \$268.60	0% \$0.00
Plan 3	Plan 3
-	-
1% \$134.30	0% \$0.00

c. Select which payment plan you will adopt

The College provides three Payment Plans for you to pay your 2021 tuition fees. The amount payable for each Payment Plan is presented. Please select your preferred Payment Plan from one of the three available Payment Plans.

Example:

Available Payment Plans

Please select your preferred Payment Plan from one of the three available Payment Plans below.
Note that for school administered plan 2 and school administered plan 3 the discount shows on the confirmation page.

<input checked="" type="checkbox"/> Plan 1 Single Payment \$13,430.00 \$13,027.10 Due 15 February 2021
<input type="checkbox"/> Plan 2 2 Payments \$6,715.00 Due 15 February 2021 and 15 July 2021
<input type="checkbox"/> Plan 3 10 Payments \$1,343.00 Due on the 15th of each month commencing February 2021 and concluding November 2021

d. Agree to the Terms and Conditions

These Terms and Conditions apply to you **only if you have chosen direct debit from your bank account** as your method of payment. If so, our College banker requires that you read, understand and agree to their Direct Debit Request Service Agreement.

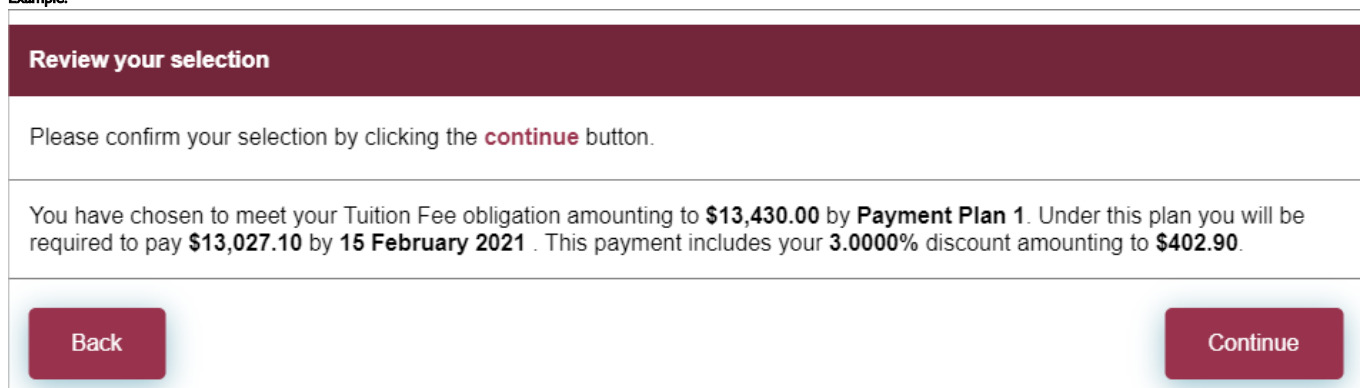
I have read, understood and agree to the terms and conditions. Proceed to next step

Regardless of whether you have chosen to direct debit from your bank account, to proceed to the next screen, you will need to tick the box “I have read, understood and agree to the terms and conditions” and then “Proceed to next step”.

e. Confirm your selection

Upon proceeding to the next step, you will receive a confirmation message according to your selections that summarises your payment arrangement. Click “Continue” to proceed to the next screen or “Back” to change your original selections.

Example:

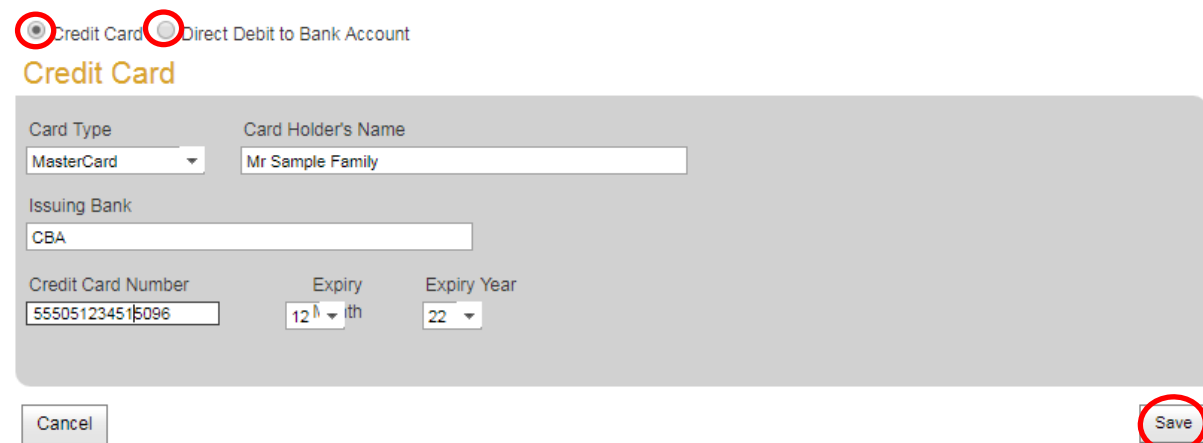


f. Enter direct debit information

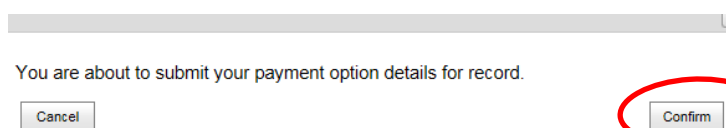
If you choose to pay by direct debit and the College has no record of your preferred bank account or credit card, you will be prompted to provide credit card and/or bank account information through the Manage Stored Cards & Banking Details option.

Example:

Manage Stored Cards & Banking Details



Please enter your banking details by selecting the “credit card” or “direct debit to bank account” options and click Save once complete. Then select Confirm to submit your payment option.



Please note that credit card details are held securely by a Financial Institution and not held by the College.

The Portal does not accept the “&” character. Please use “+” or type “and” if your account name or card holder name contains the “&” character.

When your direct debit details have been successfully entered, you will receive a message similar to the one following.

Accepted. The following banking details have been submitted:

Card Type: MCARD
 Cardholder: Mr Sample Family
 Issuing Bank: CBA
 Credit Card Number: 555005...096
 Expiry Date: 12/22

Credit Card									
Card Type	Cardholder	Card Number	Expiry	Bank	Status			Auto Payment	
Linked Account Name: Mr A & Mrs Fees Ledger									
MasterCard	Mr Sample Family	555005...096	12/22	CBA	Pending				
Back 									

Please check that the payment method shows as 'Active' i.e. the Deactivate button appears as above. If the button shows as 'Activate', please click it to ensure your payment method has been 'switched on'.

g. Confirmation of payment plan details

Once you have successfully completed your payment plan selections, you will be presented with a summary of your payment plan and payment methods.

5. CHANGING THE ACCOUNT YOU WISH PAYMENTS TO COME FROM

You can revise or update your banking details under the 'Manage Stored Cards & Banking Details' option

Finance

Manage Stored Cards & Banking Details

Payment Plans

You can have a number of nominated credit cards and bank accounts recorded in the Portal.

- You can select which account you wish payments to come from using the **Activate** and the **Deactivate** buttons.
- You may enter new credit cards and bank accounts into the Portal by clicking the **New Payment Option**. When entering new account details, if prompted, please select the 'Fees Ledger Option'

Manage Stored Cards & Banking Details

Select which linked account you wish to store new payment option for:

IMr Sample Family / Fees Ledger ▼

Back Next

- You can change the existing account details using the **Edit** button.
- You can delete an existing account using the **Delete** button. (You will not be able to Delete an account or credit card if it is currently being used in an active payment plan – Please contact the Finance Office in this instance.)

Credit Card

Card Type	Cardholder	Card Number	Expiry	Bank	Status			Auto Payment
Linked Account Name: Fees Ledger								
Visa Card	Mrs Sample Family	450949...337	10/20	ANZ	Pending			
MasterCard	Mr Sample Family	555005...096	12/22	CBA	Pending			

Direct Debit

Bank	Account	BSB	Account No.	Branch	Status			Auto Payment
Linked Account Name: Fees Ledger								
ANZ	Mr & Mrs Sample Family	081081	618703378	Donvale	Confirmed			
								

The account from which your tuition fee payments will come from is the active one and it will be identified as your payment plan direct debit.

Confirmed

This option is your default payment plan direct debit

Important Information About Entering Into A Payment Plan To Pay Tuition Fees By Instalments

1. Payment Plans are for 2021 Tuition Fees Only

Marcellin College uses the College Community Portal to collect your tuition fee payment intentions. Any amounts owing other than 2021 tuition fees do not form part of your Payment Plan and are overdue now unless an alternative payment arrangement has been made with the College.

2. Change of Payment Plan

Payment Plans can be changed or revoked at any time by contacting the Marcellin Finance Office 48 hours prior to the next instalment due date.

3. Defaulting on a Payment Plan

In accordance with the Conditions of Enrolment, Parents/Guardians who are not up to date in paying their fee instalments and who have not entered into an acceptable alternative payment arrangement will be considered in default and the College may enforce its legal rights for payment of the balance of annual fees owing.

4. Discounts Available

Discounts on the 2021 tuition fees are offered depending on the payment plan and payment method used. Please note the following with regards to discounts

- The discounts offered in 2021 apply to the 2021 academic year only and may be subject to change in future years;
- Entitlement to a fee discount exists once the last instalment is paid. Recipients of a 2021 College bursary will not be entitled to receive any discount in 2021;
- Any account with an overdue balance at the end of 2020 will not be entitled to a discount in 2021 unless the overdue balance is fully paid by the time the final instalment of 2021 tuition fees is paid; and
- Discounts are issued as a reduction of the final fee payable or as a credit to the account and provided all instalments of the nominated payment plan are paid by their due date.

5. Confidentiality

All family financial information is kept confidential and available to Marcellin Finance Office staff only. No family financial information is disclosed, without a family's prior knowledge, to any other party other than the financial institution executing agreed payment transactions.

Credit Card details are held securely by a Financial Institution and not held by the College. As the College Community Portal does not store bank account details with a Financial Institution, bank account details are stored securely by the College.