

Did you know that you can make payments to your child's school online?

Castle Hill High School have launched a new online payment portal linked to the school's website to make it easier for you to pay for school related payments, this **does not** include any payments for the **uniform shop** or **canteen**. This is a secure payment page hosted by Westpac.

What expenses can be paid online?

- Voluntary School Contributions
- Subject Contributions
- Excursions
- Sport
- Creative and Practical Arts
- Sales to Students
- Other

When?

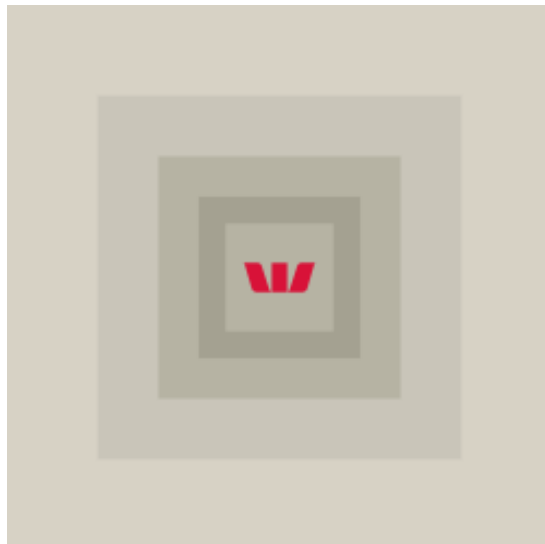
This payment method went live on 06.05.2016.

How?

Log onto School site at <http://www.castlehill-h.schools.nsw.edu.au/>. Click on "Make a Payment" and follow the prompts to make a payment via Visa or MasterCard.

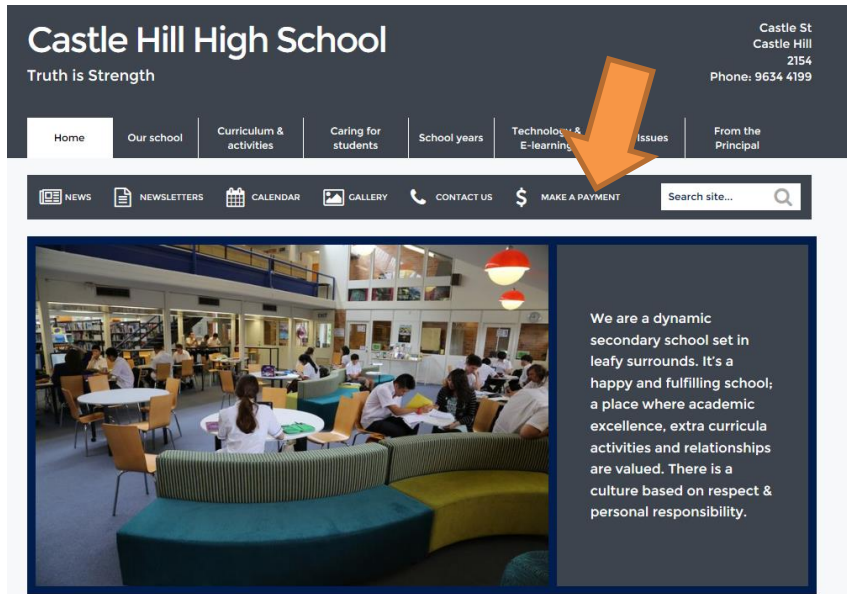
School Receipts?

Payments made before 6pm are receipted at the school the following business day.



Online payments

1. Go to: <http://www.castlehill-h.schools.nsw.edu.au/>
2. Click on "\$ Make a payment"



3. Fill in Fields marked with a (*) in the **Student Details** and **Payer Details** sections

Student Details

Student Registration Number

If this 9 digit number is on the Statement issued by the school it will be to the left of the student's name.

* **Given Name**

* **Surname**

Class or Year

Ref. or Invoice Number

This number may be on the top of the invoice or statement issued by the school. It may have the heading Ref:

* **Date of Birth (dd/mm/yyyy)**

e.g. 31/01/1980.

Required if only one of 'Class or Year' or 'Invoice Number' are filled.

Payer Details

* **Full Name**

* **Contact Phone Number**

e.g. 0249512345 or (02)49512345

* **Contact Email Address**

4. Fill in the relevant items you wish to pay for.

Payment Options

Please select which items you would like to make a payment or donation for:

Voluntary School Contributions

* **Payment Description**

* **Payment Amount** \$

Subject Contributions

* **Payment Description 1**

* **Payment Amount 1** \$

Excursions

Sport

Creative and Practical Arts

* **Payment Description 1**

* **Payment Amount 1** \$

Sales to Students

Other

* **Payment Description 1**

* **Payment Amount 1** \$

Total Payment Amount \$

Click **Next** to proceed to the payment page where you can enter credit card details for your payment.

5. Click "next" at the bottom of the payment options when you have finished filling in the fees you wish to pay for.

6. Fill in Fields marked with a (*) in the Payment Details and click next



Payment Details

Fields marked with an asterisk (*) are mandatory.

You are paying to: Castle Hill High School

Payment Amount: \$245.00 AUD

* **Card Holder Name:**

* **Credit Card Number:**  

* **Card Expiry Month:** 01

* **Card Expiry Year:** 2016

* **Card Verification Number (CVN):** [What's this?](#)

Click **Next** to proceed to the confirmation page where you can review your payment details.

Cancel

Back

Next

7. Confirm Details and modify if needed.

Confirm Payment Details

Please confirm your payment details.

You are paying to: Castle Hill High School

Student Details

Student Registration Number Not provided.
Given Name joanne
Surname perkins
Class or Year Not provided.
Invoice number Not provided.
Date of birth 03/03/2016

[Modify Payment Details](#)

8. Confirm Payer Details and Payment Summary.

If credit cards details are incorrect click "Modify Credit Card Details" at the bottom of the page.

Payer Details

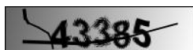
Full Name Mrs Addison Smith
Contact Phone Number 0412345678
Contact Email Address Addismith@testemailaddress.com.au

Payment Summary

Other Payment first aid \$245.00 AUD
Total Payment Amount \$245.00 AUD
Card Holder Name Mrs Addison Smith
Credit Card Number 4072xxxxxxxx244
Expiry Date 08/14

9. Enter "Captcha Verification Code" before clicking "Make Payment".

Captcha Verification Code:



Unclear? [Generate a new Captcha Verification Code](#)

Enter Captcha Verification Code here:

Use [Modify Payment Details](#) or [Modify Credit Card Details](#) to move to the previous screens. When you are ready to make your payment, click [Make Payment](#) below.

Cancel

[Modify Credit Card Details](#)

[Make Payment](#)

10. Once you have clicked "Make payment", you will be issued with receipt number from Westpac.
11. Payments made before 6pm will be processed the next business/school day. Once processed by the school an official receipt will be sent home via your student.