




## Fee Payment Options

	<p>Please contact your bank or financial institution to make the payment from your Cheque, Savings or Credit Account.</p> <p>Your BPay codes appear at the top of your fee statement.</p> <p>The Biller Code is 696369 and your Reference number is the 5 or 6 digit number that appears below the Biller Code.</p>
<b>Direct Debit</b>	<p>To establish your new payment schedule, please log into Parent Orbit and select "Accounts", then select "School Fee Account".</p> <p>Set up your Payment Method/s*, then Add Payment Schedule to choose from the options of Weekly, Fortnightly, Monthly or Termly. The payment amount will be automatically calculated based on your account balance and the Payment Schedule selected.</p> <p>If support is required, please contact the fees office by email <a href="mailto:fees@stpauls.qld.edu.au">fees@stpauls.qld.edu.au</a> or phone 3261 1388.</p> <p>*Please note Mastercard and Visa transactions attract a 1.35% fee, AMEX a 1.88% fee and Bank Accounts a 0.5% fee.</p>
<b>Phone</b>	<p>Call (02) 9053 8843 to make your payment by credit card over the phone. You will need to enter the BPay "Ref" number from your fee statement.</p>
<b>Mail</b>	<p>Please detach the payment slip at the top of your fee statement, attach your cheque (payable to St Paul's School) and post to:</p> <p>Accounts Officer St Paul's School 34 Strathpine Road Bald Hills QLD 4036</p>
<b>In person</b>	<p>You can pay by cash or card at the St Paul's School Accounts counter, First Floor, Tooth Building.</p>

Revised 20 January 2025