



SALESIAN COLLEGE
Online School Payment Facility- School Charge

6th June 2019

Dear Parents & Guardians,

We have introduced a facility to allow you to pay school costs and payments securely online with your debit or credit card. We believe this new system will be much more efficient for the whole school and will enable the school to manage payments in a more secure and economical way. We sincerely thank all parents and guardians for their support of the school and hope this new system will be user-friendly and will assist all households in managing their school payments. As we will no longer be able to accept payments in the school for security reasons we ask all parents and guardians to log-on and register to use this system from this date onwards.

School Charge

Salesian College is part of the “*Free Second Level Education Scheme*”. Unfortunately the funds made available from the Department of Education & Skills are not sufficient to meet the school’s financial needs and consequently voluntary schools like Salesian College are under funded by approximately 25%.

The Board of Management of Salesian College requests that a School Charge of €130 is paid for all students. This is a permissible charge from the Department of Education & Skills.

This school charge is required to cover the cost of the: School Journal, 24 Hour Personal Insurance Cover, Photocopying, Postage, Administration, Cognitive ability tests, House Exams, Parents Association, Sports, PE, Buses, Career Guidance & Counselling Services, Materials for non-exam years Practical & Optional subjects & ICT, Locker Rental & Maintenance. All students avail of these materials and resources in the school.

We sincerely thank all in advance for paying this charge. As you are aware, it is not possible to manage the school without your assistance and financial contribution. All monies paid to the school are fully accounted for and are put to use for all students for their academic, personal and social development.

Payment Type	Single Student	Two Students
Full Payment	<input type="checkbox"/> €130	<input type="checkbox"/> €240
Instalments	<input type="checkbox"/> €80 (payable now) <input type="checkbox"/> €50 (due 01/08/19)	<input type="checkbox"/> €120 (payable now) <input type="checkbox"/> €120 (due 01/08/19)

We ask parents and guardians to use this new electronic payments system to pay this school charge. Other payments i.e. Afterschool Study, Transition Year Fee, ECDL, Mock fees, School Uniform are also available to pay on- line now. If ordering uniform please ensure you keep the receipt for collection of uniform. **We remind parents & guardians who have registered with our Scientific Trust Fund that they do not pay the annual school charge.** Our thanks again to all parents for using this new system.

Yours sincerely,

B Kearns

Ms. Brenda Kearns,
Principal.

INSTRUCTIONS ON HOW TO ACTIVATE YOUR EASYPAYMENTSPLUS SALESIAN COLLEGE ACCOUNT



ACTIVATION – PLEASE ACTIVATE YOUR ACCOUNT AS PROMPTLY AS POSSIBLE:

- Click on the Easy Payments Plus button on the school’s website, **www.salesianscelbridge.com**
- Select **Activate Account** on the menu at the top of the screen.
- You are asked for YOUR mobile phone number and YOUR surname.
- You will then receive an activation code via text message to your phone.
- Input this code together with your preferred email address and a password to activate your account.
- You can then use this email address and password to login and make payments.

PAYMENT

- Go to the school’s website and select the Easy Payments Plus button.
- Login using the email address and password you input during account activation.
- Follow the instructions to select the item(s) to pay and enter your card details.
- You will receive a receipt via email for every payment you make.
- From then on you can login to your account at any time and look at payments you have made and any instalments you have setup.

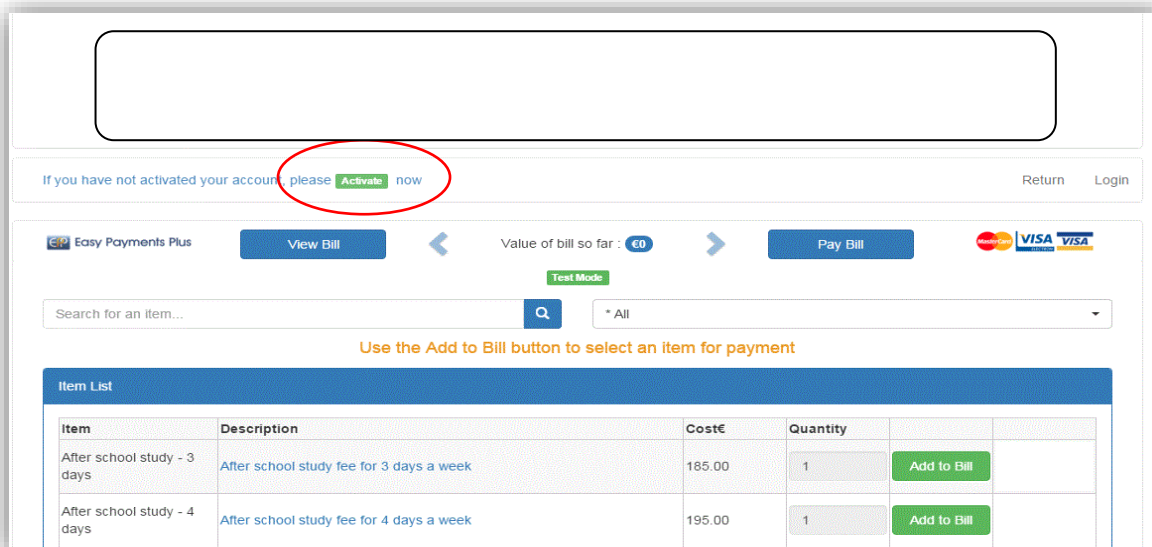
SECURITY

- All payments are processed using SSL (Secure Socket Layer) technology, which ensures the security of the transaction as it is being processed.
- All payments are processed by a PCI (Payment Card Industry) compliant payment processor, which ensures all card holder’s data is managed securely.
- Easy Payments Plus has updated its policies, processes and procedures to ensure that student data is held in a GDPR compliant manner.

If you have any questions please do not hesitate to contact the school.

How does a parent activate their account?

1. Go to the school’s website.
2. Click on **Activate** button.



3. Input mobile number and surname (as per the school's records).

Please enter your mobile phone number and Surname below.

An activation code will be sent to your mobile phone.

Please use this code on the next screen to activate your account.

Mobile Number

Surname

Request Account Activation

4. Easy Payments Plus will try to match the above data against the school's Easypaymentsplus database. If a match is successful, then the parent will be texted a code to their mobile phone.

5. The parent then completes their account activation by inputting the data on the screen below:

Mobile Number

E-Mail Address

Activation Code

New Password

Retype New Password

ON

Tick if you want to receive text notifications from Demo Account Secondary Schools

ON

Tick if you want to receive email notifications from Demo Account Secondary Schools

ON

Select if you want to receive news and offers from Easy Payments Plus

Activate Account