Payment Options

Please email **accounts@clevelanddistrictshs.eq.edu.au** to advise us of all payments, regardless of the method of payment you use. Include the following details to ensure your payment is allocated to the correct student and activity:

   Student Name, Student Year Level and Class
   Details of the activity, excursion or expense you are paying for.

* Payments received without notification will be allocated to the oldest outstanding invoice.
* A hard copy of your school receipt can be obtained by students from the Payment Window.
* Unfortunately school receipts cannot be emailed.
* Student Resource Scheme needs to be paid in full or an arrangement in place for payments to be accepted

BPoint

- ✓ To register, call the office to obtain a QParents Invitation and follow the emailed instructions.
- ✓ Once your QParents account is active, go to the PAYMENTS Tab
- ✓ Select the invoices you wish to pay in full or in part, record the CRN and Invoice number
- ✓ Follow the prompts to complete your payment

Internet Transfers

- ✓ Use your financial institution's online payment option to transfer funds to:
  Cleveland District State High School
  CBA   064 138
  Acct   00090051
  Description - Student Surname, Initial, Payment Code – eg SmithJ YR8SRS
- ✓ Please transfer funds 3 business days before the due date to ensure funds are cleared.

Phone

- ✓ Call the automated 24hour payment line on 1300 631 073
- ✓ For credit and debit card payments only
- ✓ Ensure you have the CRN and Invoice numbers available (noted on your invoice)

Payment Window

- ✓ Visit our school payment window to use debit or credit cards (card must be presented, we are unable to accept card details recorded on a note), cheques or money orders.
- ✓ Opening Hours: Tuesday & Thursday
                       8.00am to 11.00am
          ** CLOSED Monday, Wednesday & Friday **

Flexishools ONLY Payments

- ✓ www.flexischools.com.au
- ✓ Log in with registered email address and password
- ✓ Scroll down to 'Payments'
- ✓ Toggle through left/right arrows to select intended payment option and follow prompts