


NSW Education & Communities



Parent Online Payments using Westpac QuickWeb


Schools Finance
April 2015

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What is QuickWeb?


- Secure online payment facility hosted by Westpac
- Accessed from the home page of the school's website
- \$Make a payment "button"



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Visa or MasterCard credit or debit cards only accepted



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4 Westpac QuickWeb pages

- Entering payment details
- Entering credit card details
- Confirmation of payment details and
- Online Payment Receipt.

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Entering payment details




- Student's name, class or year, date of birth
- Payer's name, contact phone & email
- Select what you want to pay for by checking relevant box
- Payment description must be accurate
- Payment amount must be completed
- Asterix * indicates a mandatory field



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Payment description



- Voluntary Schools Contributions – enter voluntary contribution
- Subject Contributions – enter particular subject eg Maths
- Excursion – enter name of excursion eg Opera House
- Sport – enter name of particular sport eg Softball
- Creative & Practical Arts – enter particulars eg Dance, Drama
- Sales to Students – enter item you are purchasing eg calculator
- Other – can be used to pay whole amount eg Term 1 2013

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Entering credit/debit card details

Payment Details

Fields marked with an asterisk (*) are mandatory.

You are paying for: Abbotsford Public School

Payment Amount: \$35.00 AUD

* Card Holder Name:

* Credit Card Number:

* Card Expiry Month:

* Card Expiry Year:

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

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

[Back](#) [Cancel](#) [Next](#)

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Online payment receipt

- ▶ Print and/or Email – you can change the prefilled email address if you wish
- ▶ Note the receipt number for your reference, and **write this on any permission notes you are sending back to school.**
- ▶ You do not need to send a copy of your receipt to the school

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More than one student to pay for?

[Make Another Payment](#) [Close](#) [Print](#)

Select Make Another Payment to pay for additional students


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Timing

- ▶ The payment must be made before 6pm for the school to receive the funds the next day. i.e. pay before 6pm on Monday, the school will have the funds on Tuesday morning.
- ▶ If the payment is after 6pm then there will be a delay of a day in the school receiving the funds i.e. pay after 6pm on Monday, the school will have the funds on Wednesday morning.

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Questions



Contact – School Administration
Office 9636 1922