

Online Payments User Guide

Managing your fee payments on TrinityConnect

The online Payments portal has been introduced to assist families in managing fee payments.

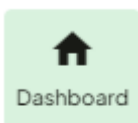
The portal specifically allows you to:

- View the current account balance, transaction receipts and statements for school fees, music, rowing or other sundry fees
- Set up your annual payment plan (during selected times of the year) for school fees
- Make payments (using credit card) for fees including co-curricular (rowing, music and other sundry billings)

Accessing the Payments Portal

In order to access the 'Payments' portal, parents must first login to TrinityConnect using their own login credentials (which are provided to parents via email when their child commences at the School).

Once a parent has logged into TrinityConnect they click on the Financial button (as shown below) which will take them to the portal where they can manage payments via credit card for School Fees or other sundry billings including co-curricular activities.



Events



ComPortal



Flexischools

Note: For the best experience, use a laptop/desktop. Some devices may have difficulty loading these features due to their browser settings; if this occurs, please contact: techcentre@trinity.vic.edu.au

All families have been provided with Trinity Connect login credentials.

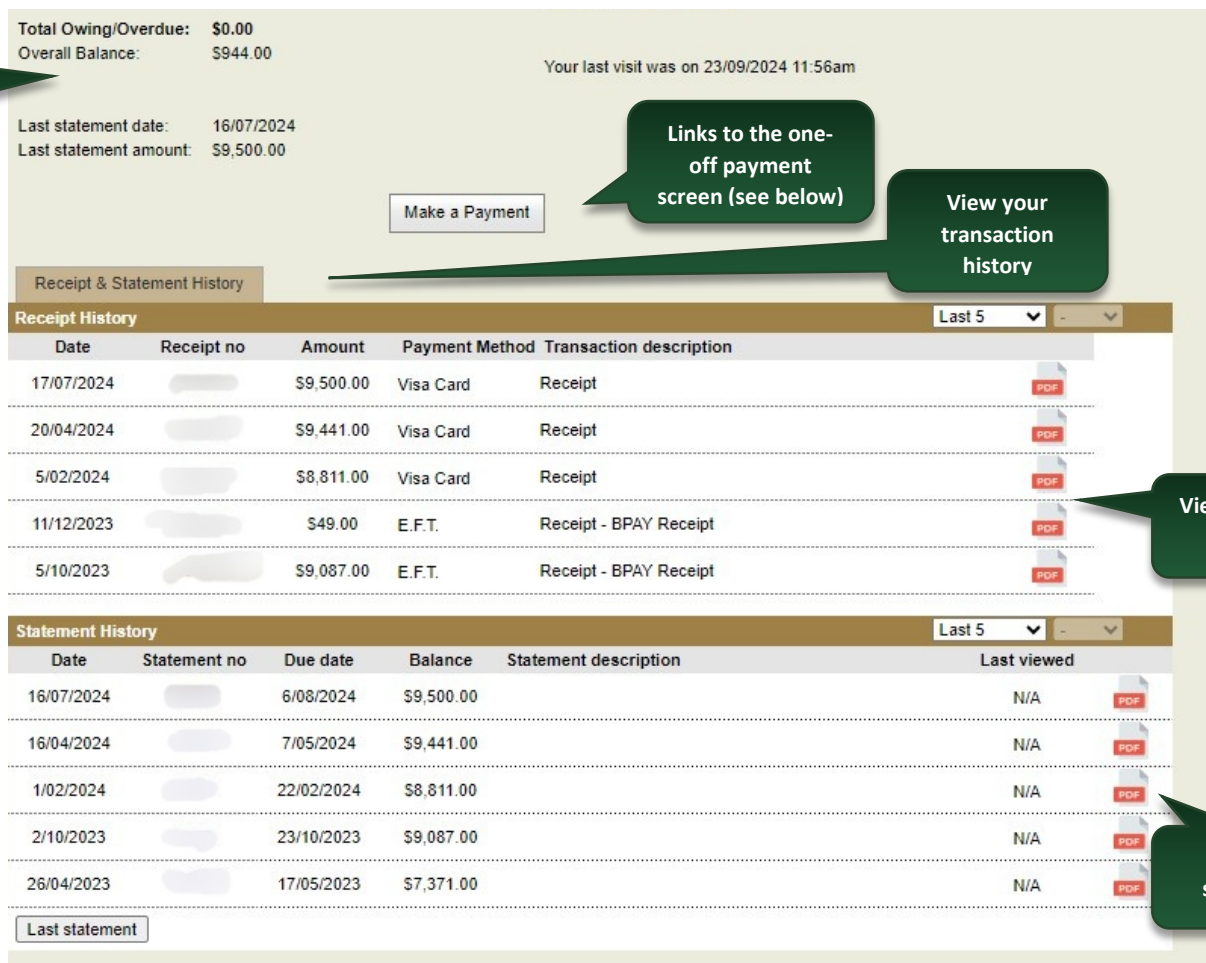
If you do not know your login credentials, please email: techcentre@trinity.vic.edu.au



From TrinityConnect simply click on this link to access the Portal features.

Statements and Payments

This screen contains the basic information about your financial history with the School, including current balance, PDF's of receipts and statements, and the transaction history. There is also a button that can be used for one-off credit card payments; this is most frequently used for adhoc levies and co-curricular activities including rowing and music lessons.



Current balance

Total Owing/Overdue: \$0.00
Overall Balance: \$944.00

Your last visit was on 23/09/2024 11:56am

Last statement date: 16/07/2024
Last statement amount: \$9,500.00

[Make a Payment](#)

Links to the one-off payment screen (see below)

View your transaction history

View receipts for payments


Download statements

Receipt History					
Date	Receipt no	Amount	Payment Method	Transaction description	
17/07/2024		\$9,500.00	Visa Card	Receipt	PDF
20/04/2024		\$9,441.00	Visa Card	Receipt	PDF
5/02/2024		\$8,811.00	Visa Card	Receipt	PDF
11/12/2023		\$49.00	E.F.T.	Receipt - BPAY Receipt	PDF
5/10/2023		\$9,087.00	E.F.T.	Receipt - BPAY Receipt	PDF

Statement History					
Date	Statement no	Due date	Balance	Statement description	Last viewed
16/07/2024		6/08/2024	\$9,500.00		N/A PDF
16/04/2024		7/05/2024	\$9,441.00		N/A PDF
1/02/2024		22/02/2024	\$8,811.00		N/A PDF
2/10/2023		23/10/2023	\$9,087.00		N/A PDF
26/04/2023		17/05/2023	\$7,371.00		N/A PDF

[Last statement](#)

The 'Make a Payment' feature is available for one-off payments, particularly in the areas of adhoc levies and co-curricular activities such as Rowing and Music. Payment plans are only available for school fees (Tuition). Co-curricular charges will continue to be billed with the tuition fees.



Make a Payment

Please note once the payment is clear, your account balance will be updated on the next business day.

Linked Account Name:

Total Owing/Overdue: 7,269.33

Payment Amount:

Total:

Additional Information:

Click to select the account to pay, for example, music or rowing

Enter the amount to pay

Click 'Next' to enter payment details (pg4)

Payment Plans

This option is available for a short select period in mid-September each year (new families only). You are required to use it to create or adjust your annual fee payment plan. ***If you have selected a payment plan in the year prior, this selection will carry forward for the new year, unless amended. Please also ensure that you update your credit card or bank account details.*** All new families need to action this module to advise how the fee payments will be managed for the new school year. If a payment plan is not selected, the default is set to quarterly billing.

Step 1:

1. The Account Balance Summary will include information about your fees due and detail any discounts.

Payment Plans

Your Account Balance Summary

Total owing from prior year	\$0.00
2025 Tuition Fee - Year 5	\$37,888.00
Fees Total	\$37,888.00

The payment options below apply to this amount only.

Example of family with 1 child enrolled

2. Select if you want to make automatic payments according to the schedule or administer your own payments on the required due dates.

Available Payment Methods

Would you like us to administer payments on your behalf?

Yes

Discounts Available		
	Discounts	Fees Total After Discount
Plan 1 -	2% \$757.76	\$37,130.24
Plan 2 -	0% \$0.00	\$37,888.00
Plan 3 -	0% \$0.00	\$37,888.00

No, I will administer my own fee payments according to my selected payment plan, observing the scheduled due date of each payment.

Discounts Available		
	Discounts	Fees Total After Discount
Plan 1 -	2% \$757.76	\$37,130.24
Plan 2 -	0% \$0.00	\$37,888.00
Plan 3 -	0% \$0.00	\$37,888.00

Available Payment Plans

- Select your payment plan. Options include a yearly payment (with 2% discount), quarterly payments or twelve-monthly payments across the year.

Available payment plans.

<input checked="" type="checkbox"/>	Plan 1	Single Payment	\$37,888.00 \$37,130.24
A single payment in full by 28 Oct 2024			
<input type="checkbox"/>	Plan 2	4 Payments	\$9,472.00
Quarterly (Oct, Feb, May, July) billed on the 1st day of each term			
<input type="checkbox"/>	Plan 3	12 Payments	\$3,157.33
Twelve monthly payments (Oct-Sep) - billed on the 1st, payment due on 28th of each month			

- You must agree to the terms and conditions before proceeding.

Tick box

Submit Selection / Terms & Conditions

I have read, understood and agree to the terms and conditions.

[Proceed to next step](#)

- Review the details of your payment plan and, if correct, click Continue.

Review your selection

Please confirm your selection by clicking the [continue](#) button.

You have chosen to have Trinity Grammar School administer payment plan 1 consisting of 1 payment of **\$37,130.24** to be paid on **28 October 2024**, which includes your **2.0000%** discount of **\$757.76**.

[Back](#) [Continue](#)

Click 'Continue'

- Confirm or enter your Credit Card or Bank Account details.

Payment Plans - Manage Stored Cards

Step 1 : Select Plan
Step 2 : (Optional): Select payment option
Step 3 : Confirmation

Credit Card Direct Debit to Bank Account

Credit Card

Card Type: Card Holder's Name:

Issuing Bank:

Credit Card Number: Expiry Month: Expiry Year:

[Cancel](#) [Save](#)

Click 'Save'



Step 4: Confirmation

Accepted, the following payment option details have been submitted

Thank you, your payment plan selections have been received and will be processed accordingly.

You have chosen to have Trinity Grammar School administer payment plan 1 consisting of 1 payment of \$37,130.24 to be paid on 28 October 2024 , which includes your 2.0000% discount of \$757.76.

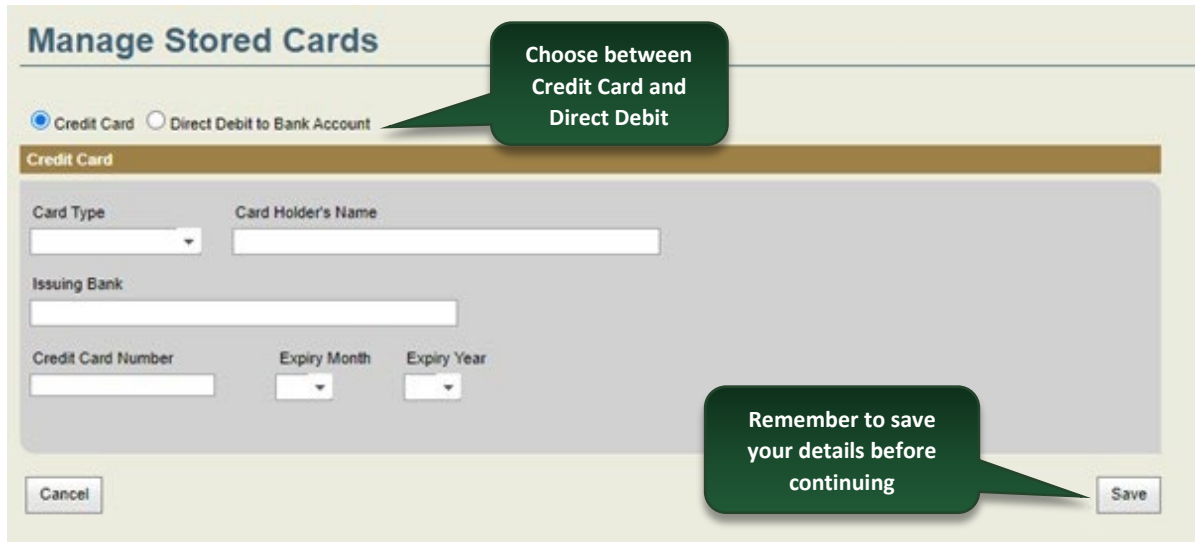
This completes your annual fee payment plan. Thank you for your co-operation.

Questions/Assistance: Should you require any assistance with the Payment Plan steps, please do not hesitate to contact the Finance Department on 03 9854 3600 or accounts@trinity.vic.edu.au.

Stored Cards

The 'Stored Cards' function allows you to manage credit cards or bank account details that are used for payments. This is particularly useful when credit card or bank account information changes.

Select on the home screen 'Finance' and 'Manage Stored Cards'.



The screenshot shows the 'Manage Stored Cards' interface. At the top, there are two radio buttons: 'Credit Card' (selected) and 'Direct Debit to Bank Account'. A callout bubble points to these buttons with the text 'Choose between Credit Card and Direct Debit'. Below this is a 'Credit Card' section with a grey background. It contains the following fields: 'Card Type' (a dropdown menu), 'Card Holder's Name' (a text input field), 'Issuing Bank' (a text input field), 'Credit Card Number' (a text input field), 'Expiry Month' (a dropdown menu), and 'Expiry Year' (a dropdown menu). At the bottom left is a 'Cancel' button, and at the bottom right is a 'Save' button. A callout bubble points to the 'Save' button with the text 'Remember to save your details before continuing'.