

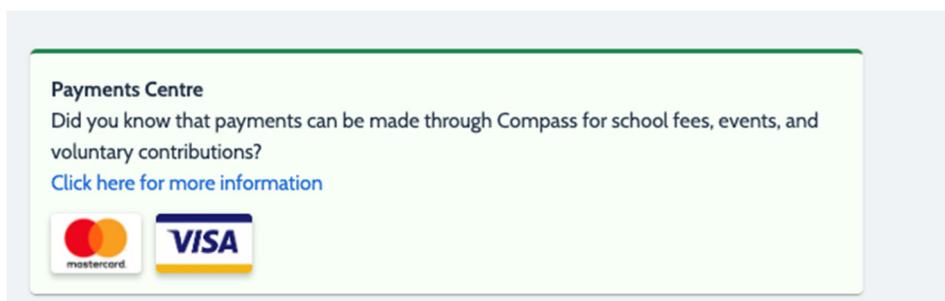
# Parent Guide: Paying Fees through Compass

This guide will show you how to pay school fees and other charges through Compass.

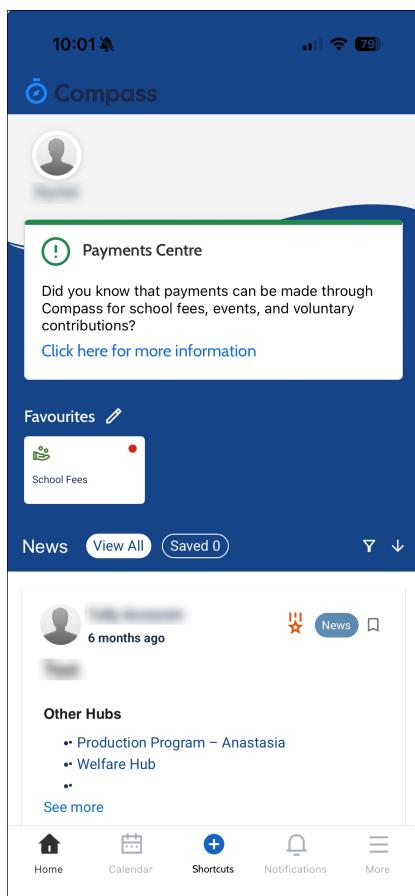
Payments can be made securely through the Compass Portal via a web browser on your computer or through the Compass app on your smartphone.

For information about the security of the Compass payment platform, please see the notes at the end of this guide.

When you log in, a **Payments Centre** notification will be visible on the home page as shown below. To make a payment or to set up a payment plan, click the link in the notification window.

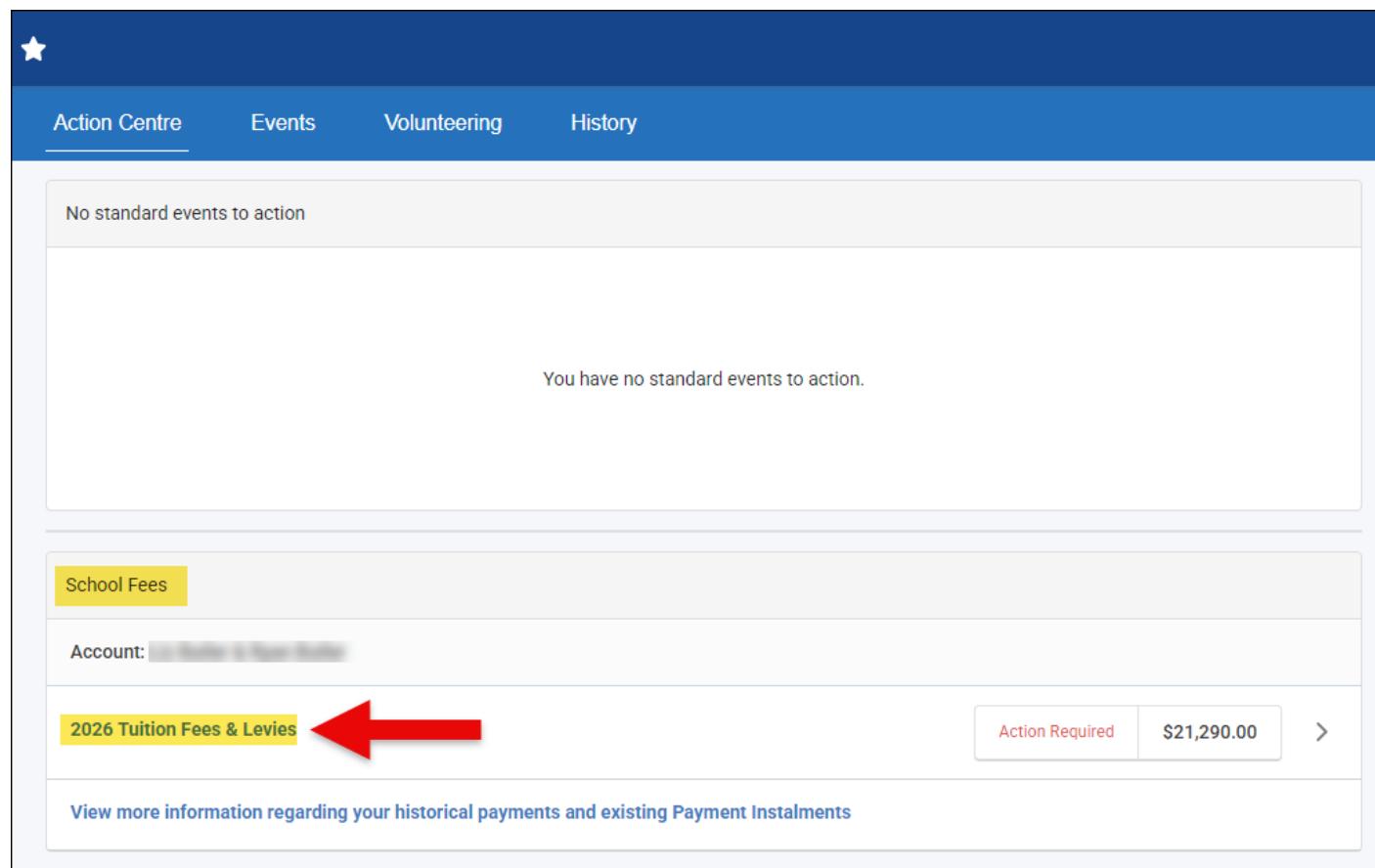


If you are using the Compass app on your smartphone, you will see the same **Payments Centre** notification on the screen. Tap on the link in the notification to continue.



After clicking (tapping) on the link in the notification, the **Action Centre** screen will be displayed showing information about your school fees.

Click on the **2026 Tuition Fees and Levies** link as shown below.



The screenshot shows the Action Centre screen with a blue header bar. Below the header, there are four tabs: Action Centre (which is underlined and highlighted in yellow), Events, Volunteering, and History. The main content area has a light gray background. In the top left of this area, there is a yellow button labeled "School Fees". Below it, the text "Account: [REDACTED]" is displayed. In the bottom left, there is a yellow button labeled "2026 Tuition Fees & Levies". To the right of this button is a red arrow pointing towards it. To the right of the arrow is a rectangular box containing the text "Action Required" and "\$21,290.00". At the bottom of the content area, there is a blue link that reads "View more information regarding your historical payments and existing Payment Instalments".

The following window will be displayed explaining the options available for payment of tuition fees.

### 2026 Tuition Fees & Levies

Options for payment of fees are:

1. Payment in full by 15th February with 2.5% discount
2. Payment plan by direct debit

Please note:

- Payment plans start in February and finish no later than 30th November.
- A merchant fee of 1.85% will be added to payment plans set up using a credit card. Cards accepted: VISA and MasterCard.
- No fees are charged if your payment plan is set up to pay from a bank account.

Due to bank transfer payment limits, if you intend to pay your fees in full from a bank account and your total amount to pay exceeds \$25,000 then you will have to make a direct bank transfer from your banking app.

Bank details:  
BSB: 062-259  
Account: 00905166  
Account name: The Sutherland Shire Christian School Association Limited  
Reference: Your family name

[Save & close](#) [Continue >](#)

Please note that due to bank transfer limits in our payment platform, there is a \$25,000 limit on single payments.

If you intend to pay your fees in full and the total amount to pay exceeds this limit, please click through to the next screen to make a note of the discounted amount to pay and then exit from the payment platform (or app) and make a direct deposit (transfer) through your personal banking app.

The school's bank details for direct transfers are:

- BSB: 062-259
- Account number: 00905166
- Account name: The Sutherland Shire Christian School Association Limited

Enter your family name as the **payment reference** so we can identify your payment in our bank feed.

To set up payment by instalments, click **Continue** to proceed to the next screen.

If you have students enrolled in Secondary School, the next screen will display the *Student ICT Acceptable Use Policy* for the MacBook laptop program.

Please read and accept the agreement for each of your students and then click **Continue**.

If you do not have students enrolled in Secondary School you will not see the Agreements screen.

2026 Tuition Fees & Levies X

**STEP 1** **STEP 2**

Agreements Payment

**Student ICT Acceptable Use Policy**

Shire Christian School  
**STUDENT ICT ACCEPTABLE USE POLICY**  
MacBook Program 2026  
This policy outlines the expectations, responsibilities and requirements for students in Years 7-12 participating in the school MacBook Program.

**1. Acceptable Use**  
Students and parents must read and agree to this policy prior to receiving a computer device and using the school's ICT network. Students must follow all procedures outlined below when using their school-issued device.

**2. Procedures for Use**  
**2.1 Managing the Device**  
Students must:  
Report any faults, damage or issues to ICT Services immediately.  
Return the device to the school for any required service or repairs. Parents and students must not attempt to service or repair school-owned devices.  
Keep device passwords confidential, except when shared with parents.  
Take full responsibility for any activity performed under their login.

Student agreement - [REDACTED]

I have read and accept the agreement above

Previous Agreement 1 of 1 Save & close Continue >

The next window will display tuition fees, levies and discounts applicable for your family.

Select **Pay in Instalments**.

Then select:

- **Payment Cycle:** weekly, fortnightly or monthly
- **Start Date:** any date, but no later than 28th February

**2026 Tuition Fees & Levies** X

Please note: To receive an Early Payment Discount, the full amount of the fee must be paid.

STEP 1	STEP 2
Agreements	Payment

**Year 06 Tuition Fees for [REDACTED]**

Discounts Applied:  
• 2.5% Early Payment Discount available

**Year 03 Tuition Fees for [REDACTED]**

Discounts Applied:  
• 2.5% Early Payment Discount available  
• Discount: Sibling Discount (Junior) 2nd Child

**INV-000897 for [REDACTED]**

Due: 15/02/2026  
• 2.5% Early Payment Discount available until 15/02/2026

\$	21290	\$21,290.00	\$20,757.75	Remove
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**Payment Mode**

**Amount to pay** \$21,290.00

Pay in full now  
 Pay in instalments

**Create my own** ▼

**Payment Cycle:**

Weekly  
 Fortnightly  
 Monthly

**Start Date:** 08/01/2026 [CALENDAR] Instalment plans must start by 28/02/2026 and will be configured to end by 30/11/2026

Your card will be billed on these dates

After selecting payment cycle and start date, the payment schedule will be displayed:

Payment Mode

Amount to pay **\$21,290.00**

Pay in full now  
 Pay in instalments

Create my own ▼

Payment Cycle:

Weekly  
 Fortnightly  
 Monthly

Start Date:    Instalment plans must start by 28/02/2026 and will be configured to end by 30/11/2026

Your card will be billed on these dates

Due on 04 February 2026	\$2,129.00
Due on 04 March 2026	\$2,129.00
Due on 04 April 2026	\$2,129.00
Due on 04 May 2026	\$2,129.00
Due on 04 June 2026	\$2,129.00
Due on 04 July 2026	\$2,129.00
Due on 04 August 2026	\$2,129.00
Due on 04 September 2026	\$2,129.00
Due on 04 October 2026	\$2,129.00
Due on 04 November 2026	\$2,129.00

At the bottom of the screen, select to pay by bank account or credit card:

Payment Method

PayTo (PayID, BSB/Account) ^

New credit card

PayTo (PayID, BSB/Account)

If you have selected to pay by bank account, the following screen will be displayed. Enter your PayID or BSB and Account number and click on the **Process** button. No surcharges apply to payments from bank accounts.

Payment Method

PayTo (PayID, BSB/Account)

**Pay to**

Immediate, easy and secure payment from your bank account.

PayID (phone or email)

or

BSB

Account Number

\$21,290.00

**Process**

Please enter your PayID (phone number or email address) or BSB and Account Number

[Click here](#) to learn how PayTo works.

By completing a transaction with us, you acknowledge that you have read and agree to our terms and conditions, which are available [here](#).

If you have selected to pay by credit card, the following screen will be displayed. Enter your credit card details and click on the **Process** button. Note that a 1.85% surcharge applies to payments made by credit card. You can save your credit card details securely for future use.

Payment Method

New credit card



Mr John Smith & Mrs Jane Smith

03 / 28  123

Save this card

We use CompassPay.com as our payment processing gateway. In clicking the relevant "Confirm and Pay" button to the right, you agree for your credit card to be charged by CompassPay.com on behalf of your school. In processing a transaction with us, you agree to our website and payment policies available at [www.compass.education/policy](#)

\$21,683.90

**Process**

After clicking the **Process** button, your Instalment Summary will be displayed:



### Instalment Summary

Instalment Dates	Amount
04 February 2026	\$2,168.39
04 March 2026	\$2,168.39
04 April 2026	\$2,168.39
04 May 2026	\$2,168.39
04 June 2026	\$2,168.39
04 July 2026	\$2,168.39
04 August 2026	\$2,168.39
04 September 2026	\$2,168.39
04 October 2026	\$2,168.39
04 November 2026	\$2,168.39
Total Amount	\$21,683.90

[Back to Action Centre](#)

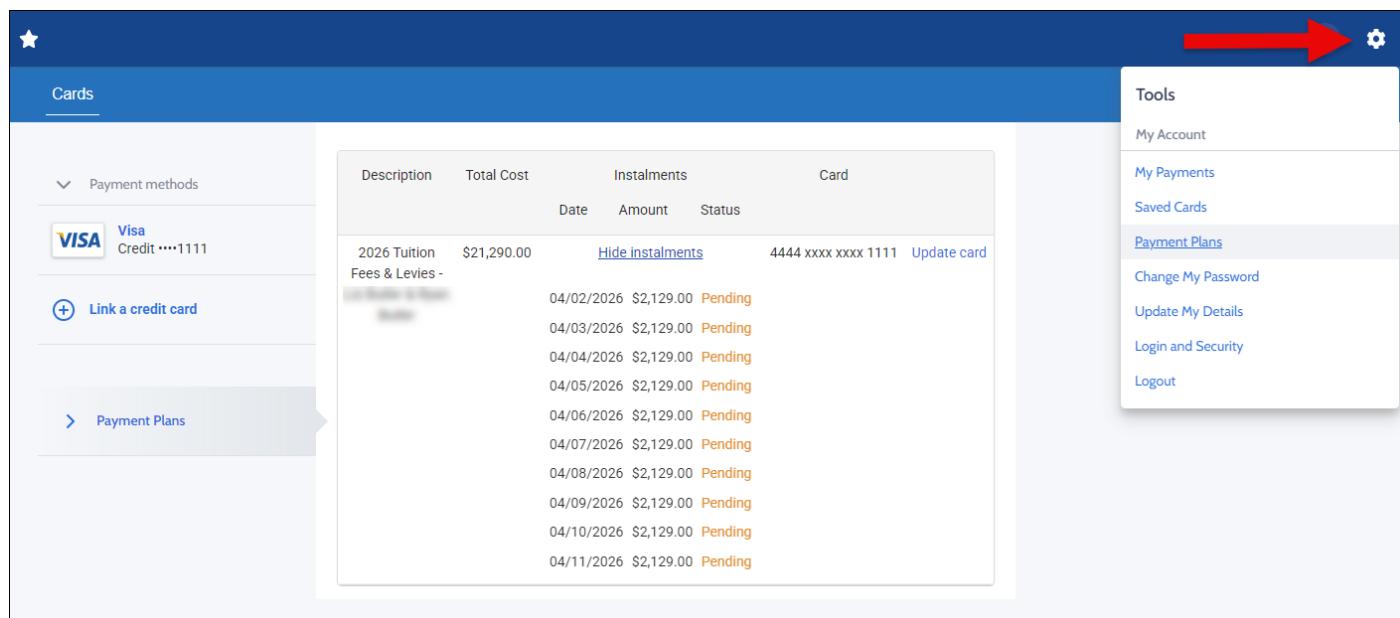
Payment instalments will be automatically processed by the bank on the dates displayed.

**Important notes:**

- Please ensure that you have sufficient funds available in your bank account or credit card account the day before the payment is scheduled to be processed. Payments are processed in the early hours of the morning. If you have insufficient funds in your account, you will incur a rejected payment charge.
- Please contact the school at least 24 hours ahead of any scheduled payment if you do not have sufficient funds to make a request for delayed payment.

Click **Back to Action Centre** to exit from the Compass payment platform.

In the **Action Centre**, the cog icon at the top right-hand side of the screen provides access to several useful payment management features: 



The screenshot shows the 'Cards' section of the CompassPay platform. On the left, there are sections for 'Payment methods' (Visa card with number 4444 xxxx xxxx 1111), 'Link a credit card', and 'Payment Plans'. The 'Payment Plans' section is highlighted with a grey arrow pointing to it. The main content area displays a table of instalments for '2026 Tuition Fees & Levies'. The table has columns for Description, Total Cost, Instalments, and Card. The 'Instalments' column shows 12 entries from 04/02/2026 to 04/11/2026, each with a status of 'Pending'. A red arrow points to the cog icon in the top right corner of the screen.

- **My Payments** shows previous payments made.
- **Saved Cards** displays credit cards you have saved on the system. You can add and remove credit cards using this feature and update card details.
- **Payment Plans** displays your current instalments including their paid/pending status.

*If you require assistance with the Compass payment platform, please do not hesitate to get in touch with the School's Finance Team via the contact details shown below.*

Phone: 02 8525 5111

Email: [fees@shirechristian.nsw.edu.au](mailto:fees@shirechristian.nsw.edu.au)

## Security Information

The CompassPay platform is fully PCI DSS Level 1 compliant (Payment Card Industry Data Security Standard). This is the highest level available for a service provider. The system has undergone rigorous third-party testing and assessment to ensure the safe management of data consistent with industry regulations and standards.

All data is encrypted both in transit (using Transport Layer Security, or TLS 1.2) and at rest (using AES 128-bit encryption). This ensures that sensitive information, even when stored or being transferred, is protected.

Shire Christian School does not have access to bank account or credit card data submitted through the CompassPay platform.