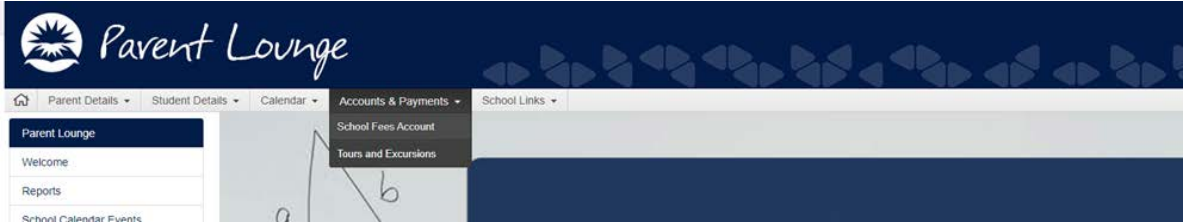


## HOW TO CONNECT PARENT LOUNGE PAYMENT SCHEDULES

1. Log into your Parent Lounge account
2. From the Grey menu bar across the top please select Accounts & Payments > School Fees Account (please note that in the mobile version this is in the menu down the left once you have clicked on the Grid Icon)



3. If you wish to pay the Annual fee then please do so before midnight on 28<sup>th</sup>February 2020 in order to receive the 4% discount on the tuition element of the fees only, this already has the discount applied in Parent Lounge. Alternatively please pay the Annual amount via BPAY by 28<sup>th</sup>February 2020 using the details on your fee statement (you will need to take the discount amount off the total fee as per the fee statement). If you are paying by either of these methods you do not need to continue any further with these instructions.
4. If you wish to pay by Term, Weekly, Monthly and Fortnightly Please select Payment Methods from left menu and then click +New Payment Method Button on right. Add your Payment Method (Bank Account or Credit card Details) Note: Your banking details will be tokenised and your school no longer needs your banking details

[+ Make a Payment](#)

**Statements - Last Only**

Statement as at 31/01/2020 [✎](#)

**Payment Methods** [+ New Payment Method](#)

Nickname	Type	Name	Number	Other Info
No Payment Methods have been created				

**Payment Schedule** [+ Add Payment Schedule](#)

Number	Instalment Date	Amount	Status	Payment Method
No Payment Schedules have been created				

5. Please select Payment Schedule from the left menu and then click Delete Payment Schedule and then click +Add Payment Schedule

Nickname	Type	Name	Number	Other Info
No Payment Methods have been created				

Number	Instalment Date	Amount	Status	Payment Method
1	07/02/2020	\$2,474.00	Future	
2	01/05/2020	\$2,474.00	Future	
3	24/07/2020	\$2,474.00	Future	
4	16/10/2020	\$2,474.00	Future	

- a. Select your Pay Method from drop box
- b. Select Payment Schedule (Term, Weekly, Fortnightly, Monthly) from drop box
- c. Select date instalments are to begin
- d. Instalment amount will be calculated and how many instalments you will have
- e. Agree to Terms & Conditions
- f. Click Save

**Add Payment Schedule**

\* Payment Method  ▼

\* Payment Schedule  ▼

\* Start Date  📅

\* End By Date  📅

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First Instalment Date  📅

Last Instalment Date  📅

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LAST STATEMENT  
OUTSTANDING BALANCE

PAYMENT TOTAL

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Instalment Amount

No. of Instalments

Agree to Payment Schedule [Terms and Conditions](#)

6. You are then set up for your chosen Term, Weekly, Fortnightly or Monthly Payments