**Managing online payments**

A summary of payment information for your student is available via the student dashboard. Selecting the **View payments** link or **Payments** tab will take you to the Payments page.

On the Payments page, you can view payments that are due, as well as a payment history. For payments due, you can click the arrow button, which will allow you to view more details of that item, together with a link to download an invoice.

Clicking the **Download Pdf** link will open a PDF file, which you can save or print for your records.

You can also make online payments through QParents. Select the **To Pay** checkbox next to any outstanding invoice, and enter the amount you wish to pay. It is possible to make a partial payment, or to make payments against multiple invoices at the same time. When ready, click the **Pay with card** button.

You then need to enter your credit or debit card details. Visa and MasterCard are accepted. Once entered, click make payment. The payment is processed through the Commonwealth Bank’s BPoint service. You’ll receive a message confirming that the payment was successful, and be emailed a payment confirmation for your records.

Be aware that the payment will not appear under Closed payments until it has been processed by your school. In the meantime, it will show as a Pending payment.