



Payment Procedure

We have a number of options available for making payments; through the KAMAR Parent Portal, by direct payment to the school bank account, through SchoolBridge for extracurricular activities i.e., sport and music or in person at the Payments Office.

Cash, debit, and credit card are all accepted at the Payments Office, situated in reception. The Payments Office is open Monday – Friday, 8.30am to 3pm during school term. Students can make payments at interval and lunchtimes.

You can also pay by direct credit into the school's bank account 12-3195-0006616-02. To identify you and your payment, you must include the following as the payment reference:

- 1) Student ID number
- 2) Student Surname and Initial
- 3) What the payment is for – i.e., donation, subjects, sport, music

Some parents prefer to make regular payments throughout the year, to ease pressure on family budgets rather than paying charges in a lump sum. Simply determine what you wish to make and establish a recurring payment to the school account listed above; please ensure you identify your payment as this will enable us to put it through correctly to your son's account.

Statements will be sent out each term. Please advise us if you change your email address so we can ensure these get to you in a timely manner. The status of your son's account can also be checked at any time through the KAMAR Parent Portal.

Tax Donation Receipts

A tax rebate may be applied for your school contributions through Inland Revenue (refer www.ird.govt.nz). You may be able to get a rebate of up to one third of contributions paid across the financial year. If you would like a Tax Donations Receipt, which will include any payments received by the school up to 31 March, please get in touch with us.

PAYMENT TERMS AND CONDITIONS

Charges on students' accounts are all in NZD and payments will be applied against the transactions you have selected on the Portal. **For trips, activities or sports please ensure full payment is made by the date on your notification letter or registration form.**

Fee Payable

Fees or charges may apply as this transaction is carried out in terms of the arrangement between your card issuer and yourself. It is your responsibility to ascertain what if any fees there are.

If payment is made using a credit/debit card issued outside New Zealand, any currency conversion will be done according to the terms and conditions of the card and there may be additional fees charged by your card issuer.

Privacy and Website Security

Payments are processed through the secure Paystation system. Any credit card details stored for recurring payments are done so on the Paystation system. No credit card information is stored by the school and we are Payment Card Industry compliant by Paystation, a fully PCI DSS compliant certified Solutions Provider.

Refunds

Any payments made for school charges, contributions, trips, activities, sports fees, tournaments and registrations are at the discretion of the school. Generally, any refunds will be automatically directed to other items on the account in the first instance.

Contact

If you have any account or payment queries, please contact us on (03) 211 3003 ext 814 or accounts.payable@sbhs.school.nz and reference your son's name and Student ID in the email.