

A GUIDE TO PAYING COLLEGE TUITION FEES ONLINE

The following guide helps you navigate the College Community Portal (the “**Portal**”).

Please note, we only require you to log on to the Portal if you are a new family to the College or you wish to select a different payment plan to the one carrying over from the prior year. Please note that from 2023 all tuition fees are required to be administered by Marcellin College. Please enter either credit card details or bank account details to ensure payments can be automatically deducted by the College.

Accessing the Portal

The Portal can be accessed using a Chrome browser via <https://mcsynportal.marcellin.vic.edu.au/>

Logging on To the Portal and Choosing Your Payment Preferences

Once you have navigated to the Portal, you will be prompted to type in your username and password.

New families will have received their username/s and password/s via an email from the College Registrar.

Existing families have already been issued with passwords and may even have changed them since receiving them.

Portal Menu Options

Once logged into the Portal, you will see a menu at the top of the screen.

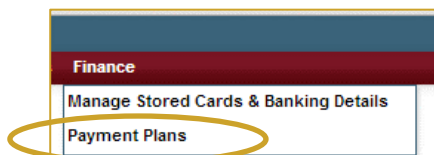


Click on the Finance tab.

The Finance tab contains all the functions you need to peruse your transaction history, read tax invoices and statements, enter credit card and bank account details and to nominate your tuition fee payment preferences.

Nominating Your Payment Plan

To access information about your tuition fees and the available payment plans, go to the “Finance” tab at the top of the Portal page and then select “Payment Plans”. (You will need to hover over the Finance option for the drop-down menu to appear. This will require use of a mouse and may not appear when using a tablet device.)



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On the Payment Plans screen you will see the following:

a. Your account balance summary

A summary displays the total amount owing on your account. The account balance will detail the total due in relation to the 2023 tuition fees, plus any amount owing from prior years (if applicable):

Your Account Balance Summary		
Total owing from prior year	\$120.30	This amount is presently overdue.
2023 Tuition Fees	\$12,610.00	
Fees Total	\$12,610.00	The payment options below apply to this amount only.
Total	\$12,730.30	

The payment plans offered are for the 2023 tuition fees only. All other outstanding amounts are overdue and payable immediately unless an alternative payment arrangement has been entered into with the College Finance Department.

b. Select which method

As of 2023 the College will administer your payment. The discounts available to you under each method are presented.

Please note you will no longer be able to choose College administered fees payments. You must choose 'Yes' for tuition fees to be administered on your behalf.

Example:

Available Payment Methods	
Please note that as of 2023 self administration is no longer available. Please click 'Yes' for Marcellin manage your deductions automatically	
<input checked="" type="checkbox"/> Yes	
Discounts Available	
-	Discounts
Plan 1	3% \$378.30
-	
Plan 2	2% \$252.20
-	
Plan 3	0% \$0.00
-	



c. Select which payment plan you will adopt

The College provides three Payment Plans for you to pay your 2023 tuition fees. The amount payable for each Payment Plan is presented. Please select your preferred Payment Plan from one of the three available Payment Plans.

Example:

Available Payment Plans

Please select your preferred Payment Plan from one of the three available Payment Plans below. Note that for school administered Plan 2 discount shows on the confirmation page.

Plan 1 Single Payment ~~\$42,640.00~~ **\$12,231.70**
Due 15 February 2023

Plan 2 2 Payments \$6,305.00
Due 15 February 2023 and 15 July 2023

Plan 3 10 Payments \$1,261.00
Due on the 15th of each month commencing February 2023 and concluding November 2023

d. Agree to the Terms and Conditions

As you will be entering bank account details you will be required to read, understand and agree to the Terms and Conditions.

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

To continue please click on 'Proceed to next step'.

e. Confirm your selection

Upon proceeding to the next step, you will receive a confirmation message according to your selections that summarises your payment arrangement. Click "Continue" to proceed to the next screen or "Back" to change your original selections.

Example:

Review your selection

Please confirm your selection by clicking the **continue** button.

You have chosen to have **Marcellin College** administer **Payment Plan 1** consisting of one payment of **\$12,231.70** on **15 February 2023** which includes your 3.0000% discount amounting to **\$378.30**.

Back Continue



f. Enter direct debit information

In 2023 all families will be required to enter direct debit details or credit card details for payments to be automatically deducted. If the College has no record of your preferred bank account or credit card, you will be prompted to provide credit card and/or bank account information through the Manage Stored Cards & Banking Details option.

Example:

Manage Stored Cards & Banking Details

Credit Card Direct Debit to Bank Account

Credit Card

Card Type: MasterCard | Card Holder's Name: Mr Sample Family

Issuing Bank: CBA

Credit Card Number: 555051234510096 | Expiry: 12/22 | Expiry Year: 22

Buttons: Cancel, Save

Please enter your banking details by selecting the “credit card” or “direct debit to bank account” options and click Save once complete. Then select Confirm to submit your payment option.

You are about to submit your payment option details for record.

Buttons: Cancel, Confirm

Please note that credit card details are held securely by a financial institution and not held by the College.

The Portal does not accept the “&” character. Please use “+” or type “and” if your account name or card holder name contains the “&” character.

When your direct debit details have been successfully entered, you will receive a message similar to the one following

Accepted. The following banking details have been submitted:

Card Type: MCARD
Cardholder: Mr Sample Family
Issuing Bank: CBA
Credit Card Number: 555005...096
Expiry Date: 12/22

Card Type	Cardholder	Card Number	Expiry	Bank	Status	Auto Payment
MasterCard	Mr Sample Family	555005...096	12/22	CBA	Pending	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Deactivate"/>

Buttons: Back, New Payment Option

Please check that the payment method shows as ‘Active’ i.e. the Deactivate button appears as above. If the button shows as ‘Activate’, please click it to ensure your payment method has been ‘switched on’.

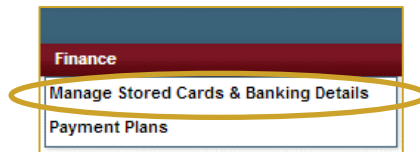
g. Confirmation of payment plan details

Once you have successfully completed your payment plan selections, you will be presented with a summary of your payment plan and payment methods.



Changing The Account You Wish Payments To Come From

You can revise or update your banking details under the 'Manage Stored Cards & Banking Details' option.



You can have a number of nominated credit cards and bank accounts recorded in the Portal.

- You can select which account you wish payments to come from using the **Activate** and the **Deactivate** buttons.
- You may enter new credit cards and bank accounts into the Portal by clicking the **New Payment Option**. When entering new account details, if prompted, please select the 'Fees Ledger Option

A screenshot of the 'Manage Stored Cards & Banking Details' form. The form has a title bar and a main content area. In the main content area, there is a dropdown menu with the text 'Select which linked account name to store new payment option for:' and 'Mr Sample Family / Fees Ledger' selected. Below the dropdown are 'Back' and 'Next' buttons. The dropdown menu is circled in yellow.

- You can change the existing account details using the **Edit** button.
- You can delete an existing account using the **Delete** button. (You will not be able to Delete an account or credit card if it is currently being used in an active payment plan – Please contact the Finance Office in this instance.)

Credit Card

Card Type	Cardholder	Card Number	Expiry	Bank	Status			Auto Payment
☐ Linked Account Name: Fees Ledger								
Visa Card	Mrs Sample Family	450949...337	10/20	ANZ	Pending			Activate
MasterCard	Mr Sample Family	555005...096	12/22	CBA	Pending			Activate

Debit Card

Bank	Account	BSB	Account No.	Branch	Status			Auto Payment
☐ Linked Account Name:								
ANZ	Mr & Mrs Sample Family	081081	618703378	Donvale	Confirmed			
								New Payment Option

The account from which your tuition fee payments will come from is the active one and it will be identified as your payment plan direct debit.



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Important Information About Entering into A Payment Plan to Pay Tuition Fees by Instalments

Payment Plans are for 2023 Tuition Fees Only

Marcellin College uses the College Community Portal (Portal) to collect your tuition fee payment intentions. Any amounts owing other than 2023 tuition fees do not form part of your Payment Plan and are overdue now unless an alternative payment arrangement has been made with the College.

Change of Payment Plan

Payment Plans can be changed or revoked at any time by contacting the Marcellin Finance Office 48 hours prior to the next instalment due date.

Defaulting on a Payment Plan

In accordance with the Conditions of Enrolment, Parents / Carers who are not up to date in paying their tuition fees instalments and who have not entered into an acceptable alternative payment arrangement will be considered in default and the College may enforce its legal rights for payment of the balance of annual tuition fees owing.

Discounts Available

Discounts on the 2023 tuition fees are offered depending on the payment plan and payment method used.

Please note the following with regards to discounts:

- Discounts offered in 2023 apply to the 2023 academic year only and may be subject to change in future years
- Entitlement to a fee discount exists once the last instalment is paid. Recipients of a 2023 College bursary will not be entitled to receive any discount in 2023.
- Any account with an overdue balance at the end of 2022 will not be entitled to a discount in 2023 unless the overdue balance is fully paid by the time the final instalment of 2023 tuition fees is paid
- Discounts are issued as a reduction of the final fee payable or as a credit to the account and provided all instalments of the nominated payment plan are paid by their due date.

Confidentiality

All family financial information is kept confidential and available to Marcellin Finance Office staff only. No family financial information is disclosed, without a family's prior knowledge, to any other party other than the financial institution executing agreed payment transactions.

Credit card details are held securely by a financial institution and not held by the College. As the College Community Portal does not store bank account details with a financial institution, bank account details are stored securely by the College.

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