

# A Guide to Using Compass: 'Frankston High School Portal'



## Fee Schedule Payments (Compass Course Confirmation)

From the home screen, when course confirmations and/or school payments are available for completion, a notification will appear under the **"My News"** section of the home screen.

Select **"Click here to proceed"** to complete the confirmation and/or payment.

Welcome to the Frankston High School Portal

Use the links listed for each of your children to explore the portal. Please keep your mobile phone number and email address up to date (Tools > Update My Details). The school will use this to contact you regarding attendance, events, news and more.

### Compass

**My News**

- Course Confirmation/School Payments**  
Course confirmation and/or school payments available for completion. [Click here to proceed](#)
- Event Consent/Payment Required

All available course confirmation/payment items will be listed for each student. Select the applicable fee schedule from the list to begin the process.

Click on a course confirmation/payment process below to proceed.

Confirmation/Payment Process	Status
<a href="#">2021 Year 8 - School Fee Schedule -</a>	Awaiting Payment

*\*Completed via payment plan.*

The following screen will appear, providing a list of the items requiring payment. Click **"See More"** to expand the information to read additional information.

### Course Confirmation/Payment: 2021 Year 8 - School Fee Schedule

[ Back to Course Confirmation/Payments ]

Frankston High School is looking forward to another great year of teaching and learning and would like to advise you of Frankston High School's parent payment arrangements for 2021.

Please find the attached fee schedule for Year 8 attached. Please complete this form online via Compass by Wednesday 9 December 2020 on the school fee payment spreadsheet.

[See More]

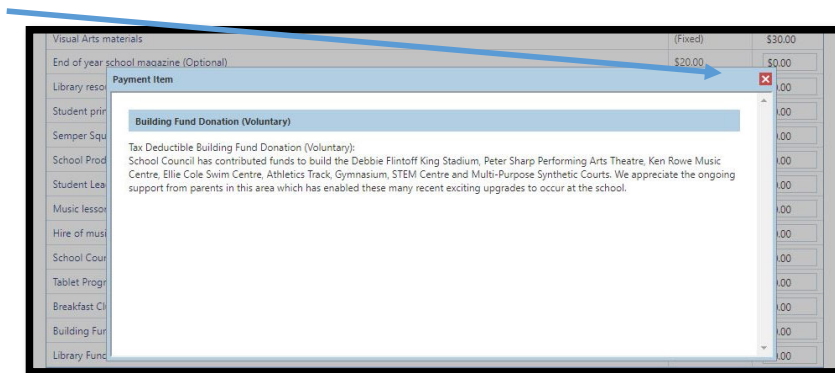
#### General Payment Items

Click on the title of an item for more information.

*\*Note: the table below is scrollable sideways.*

Item	Recommended	Amount
Student Planner/Diary	(Fixed)	\$25.00
Compass ID Card	(Fixed)	\$10.00
Resilience Program	(Fixed)	\$20.00
Food Technology ingredients	(Fixed)	\$50.00

For additional details on any of the items listed, select the item to display a detailed description. Select the "X" in the right corner to close and return to the payment screen.



Enter the amount you are electing to pay for the Optional and Voluntary items in the Amount column. Please enter the amount you are electing to pay for a particular item.

Music lessons (Optional)	\$320.00	\$0.00
Hire of musical instrument (Optional)	\$180.00	\$0.00
School Council Requested Items (Voluntary)	\$180.00	\$0.00
Tablet Program Contribution (Voluntary)	\$120.00	\$0.00
Breakfast Club Donation (Voluntary)	\$50.00	\$0.00
Building Fund Donation (Voluntary)	\$50.00	\$0.00
Library Fund Donation (Voluntary)	\$50.00	\$0.00
<b>Total for this section:</b>		<b>\$410.00</b>

Alternatively, you can pay in person at the school - a range of payment options are available.

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Select **"Reset Amounts"** to reset the amounts back to \$0 for the Optional and Voluntary items. Once the list is completed and ready for payment, select **"Enter Payment Details"**.

Building Fund Donation (Voluntary)	\$0.00
Library Fund Donation (Voluntary)	\$0.00
<b>Total for this section:</b>	<b>\$410.00</b>

[Edit Amounts](#)

**Payment**

**Total Due: \$410.00**

Enter your credit card details below to finalise your course confirmation and pay online.

Name on card

Card Type

Card Number

Expiry (Month/Year)  /

CVV/CVC  Where do I find my CVV/CVC?

We use CompassPay.com as our payment processing gateway. In clicking the relevant "Pay" or "Submit" button below, you agree for your credit card to be charged by CompassPay.com on behalf of your school. You understand that the amount charged will be the "Total Due" or amount indicated above and that this will appear on your credit card statement as CompassPay.com. This payment and use of this website is in alignment with the Compass School Manager terms and conditions of use available at <https://compass.edu.au/policy/>

[Pay Now](#) [Pay via Payment Plans](#)

Alternatively, you can pay in person at the school - a range of payment options are available.

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To finalise payment, enter your credit/debit card details and choose to pay the full amount in one payment by selecting **"Pay Now"** or selecting **"Pay via Payment Plans"** for additional options. Please note payment plans are processed automatically on the nominated dates and cannot be altered.