

Padua College Online Payments

Instalment Information

Padua College offers an instalment payment option for many tours and camps which occur during the school year.

Below you will find some information on how to take advantage of the instalment payments we offer, including any FAQ's and helpful tips.

Instalments

Please first REGISTER for the event.

You can do this by going to:

News/Events then School Events Calendar

Select 'Event Registration' and then, using the arrows, navigate to the month that the event is held.

Click on the live event and then complete the registration form.

You will have an option of paying the entire amount for the event, OR using the drop down arrow, you can select the first instalment amount. Click on Proceed to Payment.

Making first payment

After you have completed your registration, and then clicked on 'Proceed to Payment' at the bottom of the registration form, you will be directed to our Online Payment Portal.

From the payment portal you can complete the payment form, click 'Pay' and then enter your credit/debit card details on the next BPOINT page.

After you have completed your payment – check your emails. You will have two emails, one; as a record of registration; the second is your payment receipt.

Please save your payment receipt as you will use your receipt number on this page to continue making payments in the future

Making a second payment (second instalment)

To make a second payment, or the second instalment, you DO NOT need to re-register to attend the event.

Simply, go to News/Events then Online Payments.

From here you select the 'General' payments tab.

Using the drop down box, select your event with the relevant instalment.

You will now need your receipt number from your previous payment. This can be found in the email that you were send after making the first payment. Please check your email for it.

Please copy that receipt number in the box that comes up, and you will gain access to your individual payment screen.

You will see which payments you have made, and which payments are still waiting to be paid.

Select the instalment you wish to pay, and then complete the BPOINT page with your credit/debit details.

Again, please keep your receipt email as you will need your receipt number to continue making payments for this event.

Making additional payments (third, fourth.... Instalments)

To make additional payments simply use the newest receipt number to gain access to your individual payment screen.

FAQ

Do I need to re-register each time I need to make a payment?

No, simply go to the Online Payment Screen on the College Website, and using your most recent receipt number, gain access to your individual payment screen

Where can I find the instalments?

Please select the 'General' tab on the Online Payment Portal. The School Activities tab is for events where there is no option of instalments.

It's not working, or I need help – who do I contact?

Please contact Lorraine Gardiner (lgardiner@padua.qld.edu.au OR 3857 9910)