

MANSFIELD STATE HIGH SCHOOL



PAYMENT OPTIONS

Please note that Mansfield State High School prefers payments made by either

- Internet Banking OR
- EFTPOS transactions

to help minimise fees charged by the bank when processing cheques and cash.

PAYING BY INTERNET BANKING: Direct Payment into School Bank Account

- School's Bank Account Name: Mansfield State High School General A/C
- BSB Number: 064 118 CBA Branch Mount Gravatt
- Account Number: 00090257
- Reference/Details: Please record "**Student Surname, Year Level AND Activity**" in the reference/details section so that your payment can be recorded correctly.
If no activity is supplied, payments will be applied to the oldest debt for that Family/Customer ID.

PAYING IN PERSON: Payment by Cash, Credit Card, Debit Card, Cheque or Money Order

- CASH only between 8.00am – 1.45pm Monday to Friday.
- Credit Card and Debit Cards (EFTPOS), Cheques and Money Orders are accepted.
- Payment can be made at the finance department (Lower Office) Monday to Friday 8am to 3pm.

PAYING BY PHONE: Payment by Credit Card ONLY

- Call the school on 3452 5368, Monday to Friday between 8am and 3pm.
- Please have the account and your credit card details with you when you call.
- Visa and Mastercard accepted.

PAYING BY MAIL: Payment by Credit Card, Cheque or Money Order

- Credit Card details completed on the Payment Advice below.
- Cheques and Money Orders made payable to Mansfield State High School and returned with completed Payment Advice below.
- Post to Mansfield State High School, PO Box 229, Mount Gravatt QLD 4122.



CREDIT CARD PAYMENT ADVICE

STUDENT'S NAME: _____ YEAR LEVEL OR STUDENT ID: _____

AMOUNT PAID: _____ ACTIVITY/INVOICE NO: _____ DATE: _____

NAME ON CREDIT CARD: _____

CARD TYPE: VISA MASTERCARD

CREDIT CARD NUMBER:
(Please ensure that all sixteen numbers are entered)

EXPIRY DATE: /

SIGNATURE ON CARD: _____

Please return to: Mansfield State High School
Broadwater Road, Mansfield Qld 4122
School Finance Department – telephone: 3452 5368 fax: 3452 5300