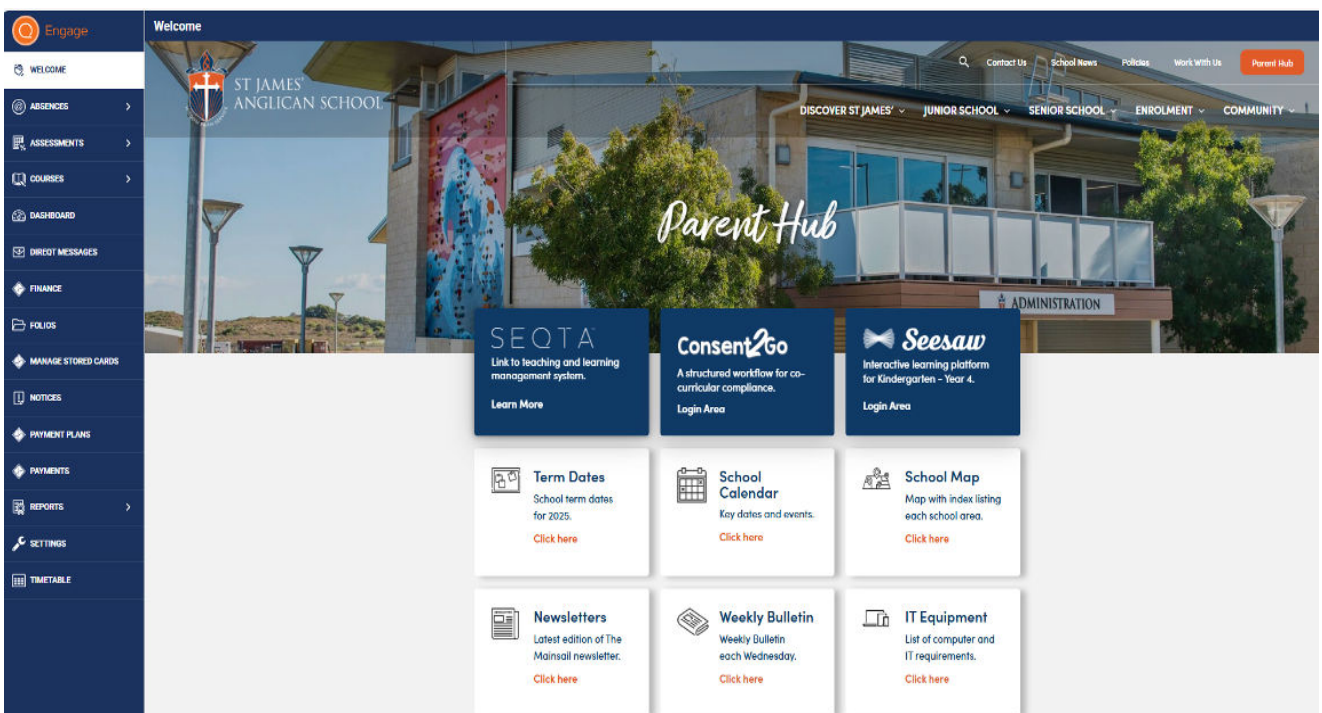


Managing School Fee Payments in your Parent Portal

Overview

To access your parent portal, log into SEQTA Engage via the web ([Welcome — SEQTA Engage](#)) or on the SEQTA Engage app.

If you do not have a login for SEQTA Engage or require assistance resetting your password, please contact the school's administration team.



Three new tabs have been added to the (left side) navigation panel.

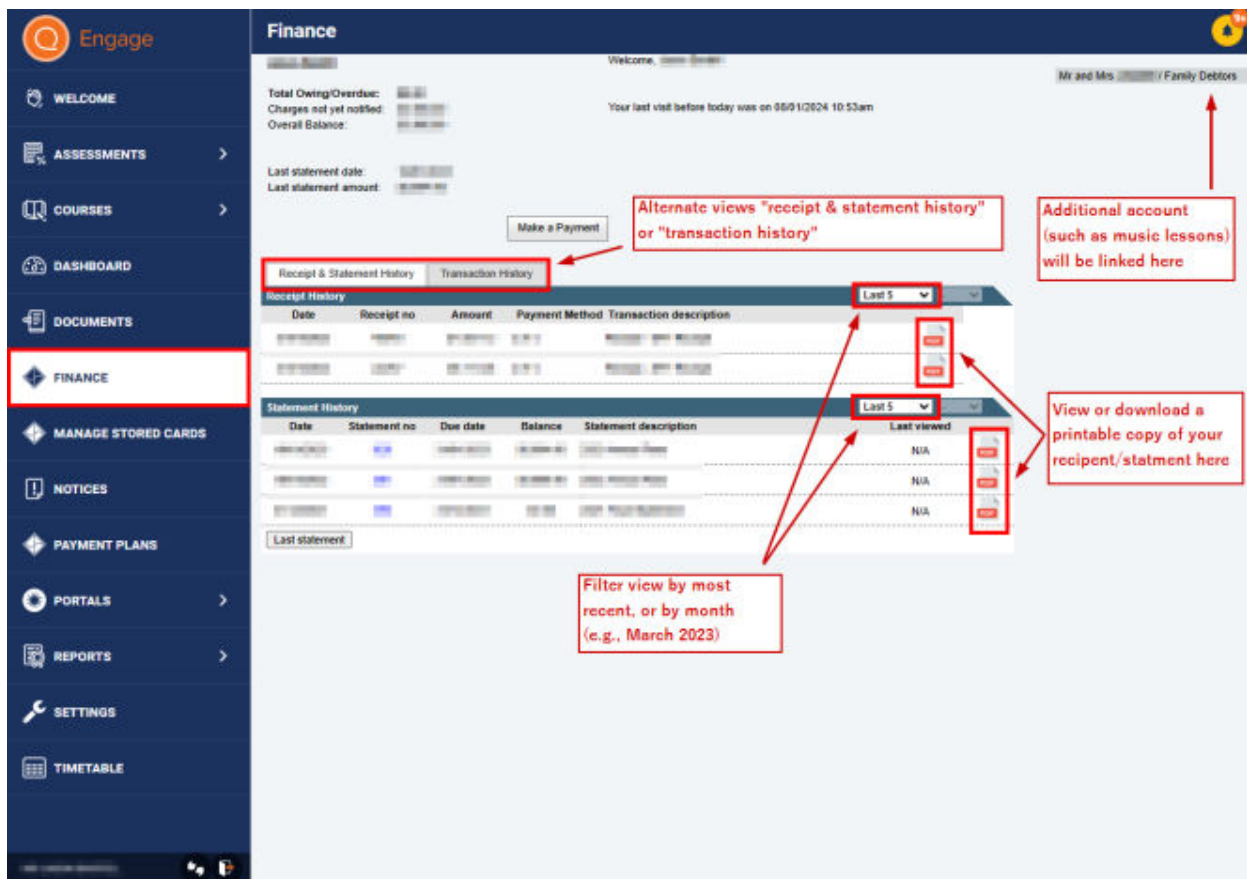
Finance	Review ongoing accounts, past transactions, and receipts.
Manage Stored Cards	Add, update, or remove previously stored payment details
Payment Plans	Select one of the payment plan options available – This will only be available for a limited time at the start of the School year.

Finance Tab

Review your school fee account, with access to payment receipts and statement history.

Your transactions will be shown in order of the most recent first. Use the table dropdown to filter your view by month, including previous years.

A printable copy of each receipt and statement is available by clicking on the "PDF" icon at the end of the row. This will open the document in a new tab, which you can then send to print or save to your device.



The screenshot shows the Engage Finance Parent Portal interface. The left sidebar contains navigation options: WELCOME, ASSESSMENTS, COURSES, DASHBOARD, DOCUMENTS, FINANCE (highlighted), MANAGE STORED CARDS, NOTICES, PAYMENT PLANS, PORTALS, REPORTS, SETTINGS, and TIMETABLE. The main content area displays account details and two tables: Receipt History and Statement History. Both tables have a 'Last 5' dropdown menu for filtering. A 'Make a Payment' button is located above the Receipt History table. Red callout boxes provide the following information:

- Alternate views "receipt & statement history" or "transaction history"
- Additional account (such as music lessons) will be linked here
- View or download a printable copy of your receipt/statment here
- Filter view by most recent, or by month (e.g., March 2023)



Payment Plans

Payment plans define the frequency of payments made throughout the year (upfront, six-monthly, quarterly, etc.)

Some payment plans may offer a discount on the total tuition fee.

The payment plans tab will only be available at the start of the School year when the St James' Accounts department is accepting payment plan applications.

If you have submitted a payment plan or need to change your payment plan later in the year, please contact the St James' Accounts department at accounts@stjames.wa.edu.au

Engage

WELCOME

ASSESSMENTS

COURSES

DASHBOARD

DOCUMENTS

FINANCE

MANAGE STORED CARDS

NOTICES

PAYMENT PLANS

PORTALS

REPORTS

SETTINGS

TIMETABLE

Payment plans

Step 1: Select Plan
Step 2: (Optional) Select payment option
Step 3: Confirmation

Payment Plans

Your Account Balance Summary

Total owing from prior year	\$0.00
2024 Tuition	\$7,960.00
Fees Total	\$7,960.00 <small>The payment options below apply to this amount only.</small>

Available Payment Methods

Would you like us to administer payments on your behalf?

Yes

Discounts Available	Discounts	Fees Total After Discount
Plan 1 -	2% \$159.20	\$7,800.80
Plan 2 -	0% \$0.00	\$7,960.00
Plan 3 -	0% \$0.00	\$7,960.00
Plan 4 -	0% \$0.00	\$7,960.00
Plan 5 -	0% \$0.00	\$7,960.00

No, I will administer my own fee payments according to my selected payment plan, observing the scheduled due date of each payment.

Discounts Available	Discounts	Fees Total After Discount
Plan 1 -	0% \$0.00	\$7,960.00
Plan 2 -	0% \$0.00	\$7,960.00
Plan 3 -	0% \$0.00	\$7,960.00
Plan 4 -	0% \$0.00	\$7,960.00
Plan 5 -	0% \$0.00	\$7,960.00

Available Payment Plans

Available payment plans.

Plan 1 - Single Payment: \$7,960.00 \$7,960.00
In full by 31 January 2024

Plan 3 - 2 Payments: \$7,960.00
Half by 31 January 2024 and the remainder by 28 June 2024

Plan 2 - 4 Payments: \$1,990.00
A quarter by 31 January 2024, 30 April 2024, 31 July 2024 and 31 October 2024

Plan 4 - 10 Payments: \$796.00
A monthly payment from 31 January 2024 - 31 October 2024 (10 payments)

Plan 5 - 20 Payments: \$398.00
A fortnightly payment from 31 January 2024 - 31 October 2024 (20 payments)

Submit Selection / Terms & Conditions

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

Proceed to next step

1. Select payment method

2. Select payment plan

3. Agree to terms and conditions

4. Proceed to next step

NOTE: 2% discount is available for school-administered, upfront payment of school fees (Plan 1)

No. I will administer my own fee payments according to my selected payment plan, observing the scheduled due date of each payment.

Review the details below based on your choice of payment plan.

Review your selection

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

By proceeding with the selected payment plan, I/we agree that **\$7,960.00** will be paid in full across **2 payments of \$3,980.00**, commencing **31 January 2024** and concluding **30 June 2024**.

**If you do not agree to the details above, do not continue!
Click "Back" and update your choice of payment plan before proceeding further.**

Engage

WELCOME

ASSESSMENTS

COURSES

DASHBOARD

DOCUMENTS

FINANCE

MANAGE STORED CARDS

NOTICES

PAYMENT PLANS

PORTALS

REPORTS

SETTINGS

TIMETABLE

Finance

Welcome, **Mr and Mrs [Name]** / Family Debtors

Total Owing/Overdue: **\$7,960.00**
Charges not yet notified: **\$0.00**
Overall Balance: **\$7,960.00**

Your last visit before today was on 08/01/2024 10:53am

Last statement date: **30/06/2023**
Last statement amount: **\$3,980.00**

Receipt & Statement History **Transaction History**

Alternate views "receipt & statement history" or "transaction history"

Additional accounts (such as music lessons) will be linked here

Filter view by most recent, or by month (e.g., March 2023)

Date	Statement no.	Amount	Balance	Description
31/12/2023	100	\$7,960.00	\$7,960.00	Yearly & Sibling/Overseas
31/12/2023	99	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	98	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	97	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	96	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	95	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	94	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	93	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	92	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	91	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	90	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	89	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	88	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	87	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	86	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	85	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	84	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	83	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	82	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	81	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	80	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	79	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	78	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	77	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	76	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	75	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	74	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	73	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	72	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	71	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	70	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	69	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	68	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	67	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	66	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	65	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	64	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	63	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	62	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	61	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	60	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	59	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	58	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	57	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	56	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	55	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	54	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	53	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	52	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	51	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	50	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	49	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	48	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	47	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	46	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	45	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	44	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	43	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	42	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	41	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	40	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	39	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	38	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	37	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	36	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	35	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	34	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	33	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	32	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	31	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	30	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	29	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	28	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	27	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	26	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	25	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	24	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	23	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	22	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	21	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	20	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	19	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	18	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	17	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	16	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	15	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	14	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	13	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	12	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	11	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	10	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	9	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	8	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	7	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	6	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	5	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	4	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	3	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	2	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas
31/12/2023	1	\$3,980.00	\$3,980.00	Yearly & Sibling/Overseas

Transaction history includes all types of fee payments including:

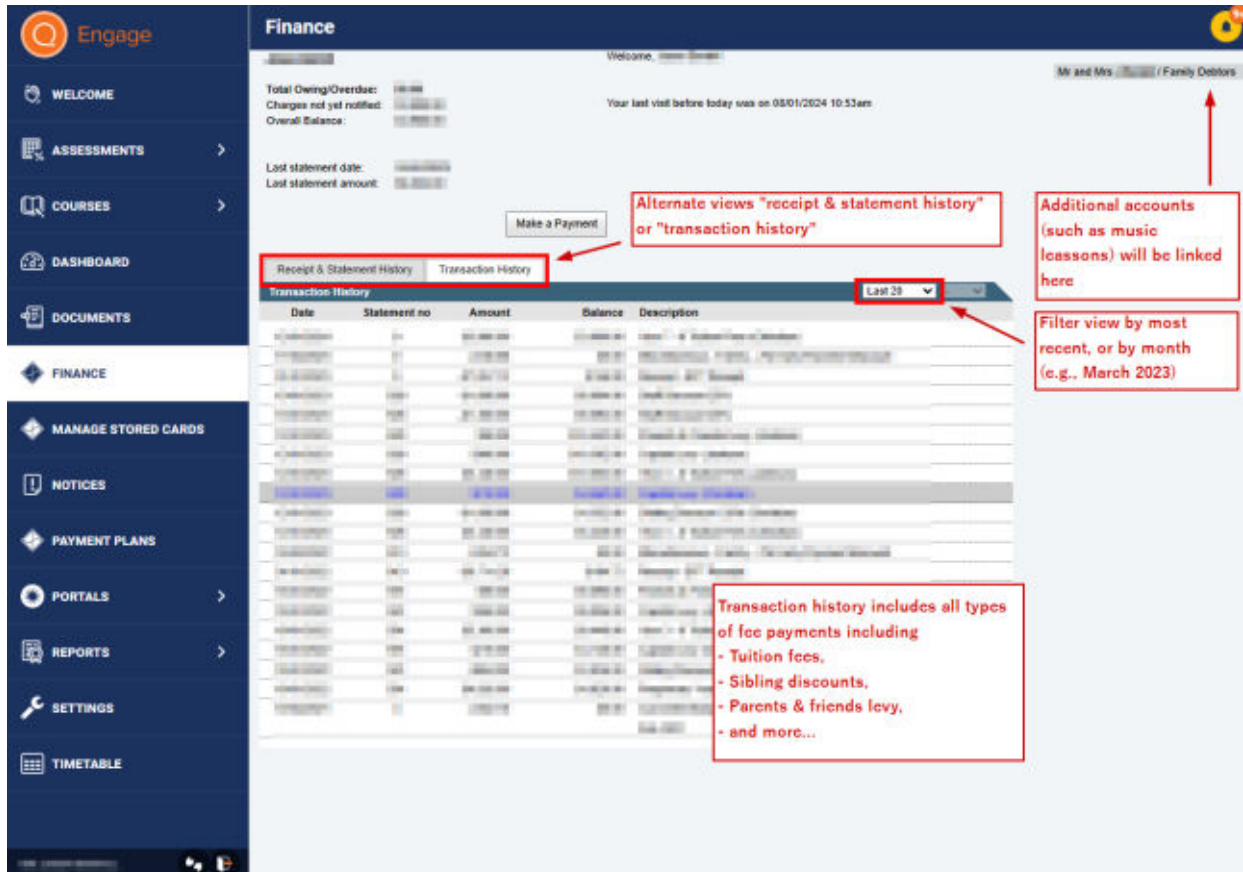
- Tuition fees,
- Sibling discounts,
- Parents & friends levy,
- and more...

Manage Stored Cards

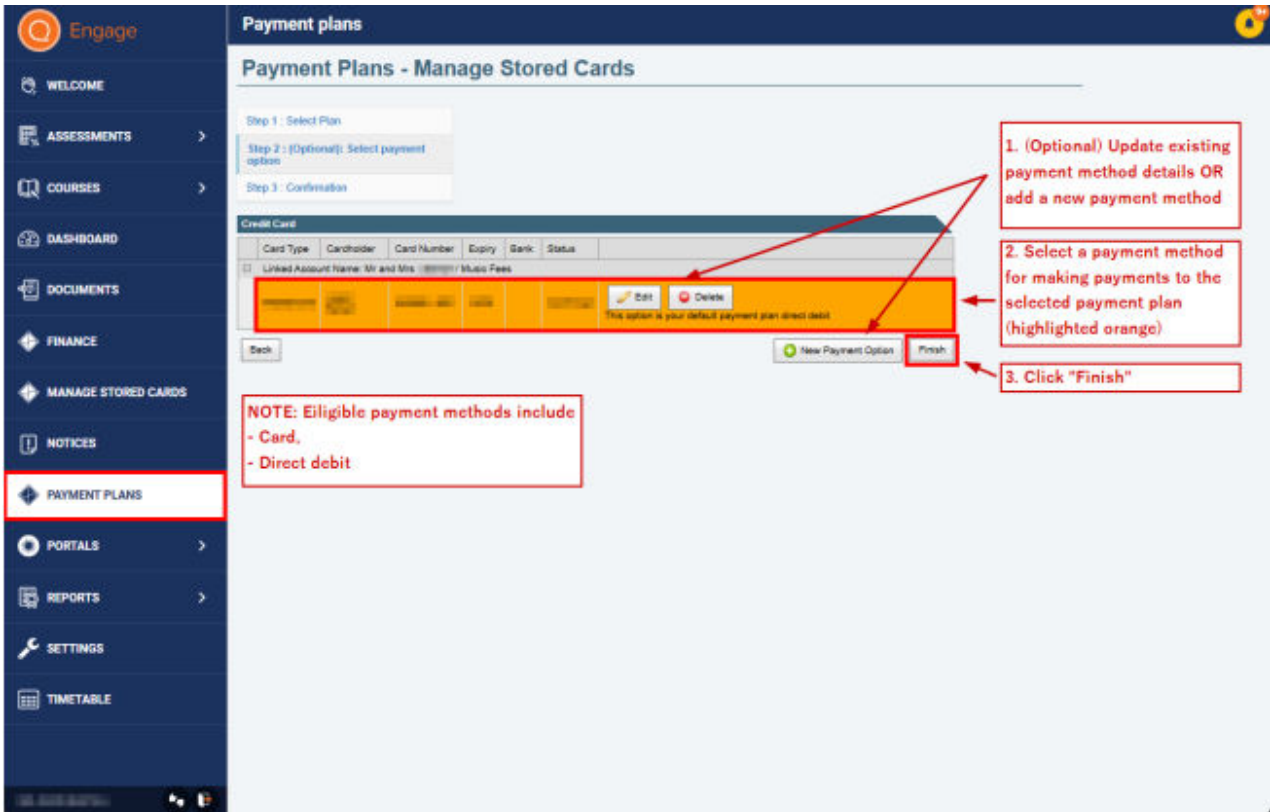
Modify your stored payment details with the ability to edit and delete existing records or add new payment details.

Note: Eligible payment details include credit/debit cards or direct debit.

Please take caution when modifying stored payment details. Payment to ongoing accounts may be interrupted if payment details are not valid/correct.



The screenshot shows the 'Finance' section of the parent portal. The left sidebar contains navigation options: Engage, WELCOME, ASSESSMENTS, COURSES, DASHBOARD, DOCUMENTS, FINANCE, MANAGE STORED CARDS, NOTICES, PAYMENT PLANS, PORTALS, REPORTS, SETTINGS, and TIMETABLE. The main content area displays account information, including 'Total Owing/Overdue', 'Charges not yet notified', and 'Overall Balance'. A 'Transaction History' table is visible, with columns for Date, Statement no, Amount, Balance, and Description. Annotations include: 'Alternate views "receipt & statement history" or "transaction history"', 'Additional accounts (such as music lessons) will be linked here', 'Filter view by most recent, or by month (e.g., March 2023)', and 'Transaction history includes all types of fee payments including - Tuition fees, - Sibling discounts, - Parents & friends levy, - and more...'. A 'Make a Payment' button is also present.



Payment plans

Payment Plans - Manage Stored Cards

Step 1: Select Plan
Step 2: (Optional): Select payment option
Step 3: Confirmation

Credit Card

Card Type	Cardholder	Card Number	Expiry	Bank	Status
Linked Account Name: Mr and Mrs [REDACTED] Music Fees					
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

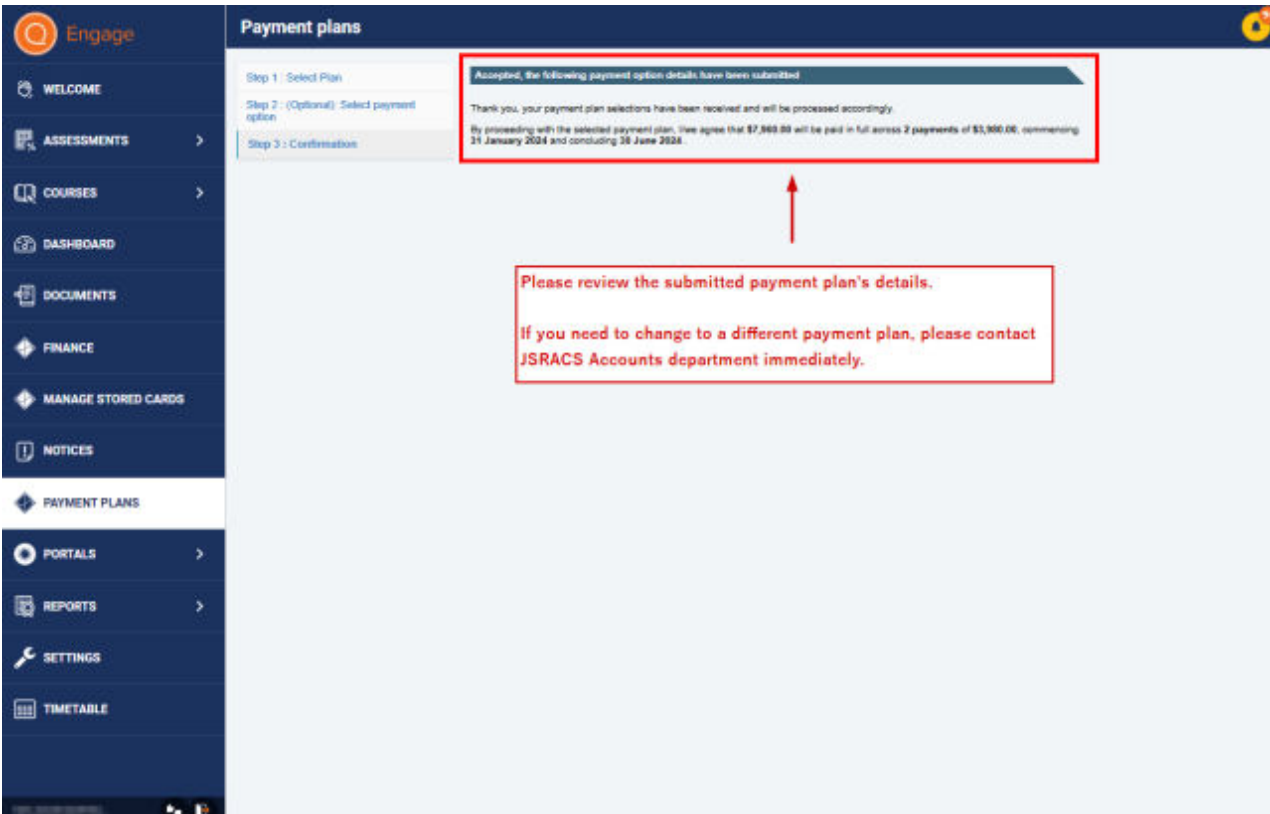
Back

New Payment Option

Finish

NOTE: Eligible payment methods include
- Card,
- Direct debit.

1. (Optional) Update existing payment method details OR add a new payment method
2. Select a payment method for making payments to the selected payment plan (highlighted orange)
3. Click "Finish"



Payment plans

Step 1: Select Plan
Step 2: (Optional): Select payment option
Step 3: Confirmation

Accepted, the following payment option details have been submitted.

Thank you, your payment plan selections have been received and will be processed accordingly.

By proceeding with the selected payment plan, you agree that \$7,800.00 will be paid in full across 2 payments of \$3,900.00, commencing 31 January 2024 and concluding 30 June 2024.

Please review the submitted payment plan's details.

If you need to change to a different payment plan, please contact JSRACS Accounts department immediately.