

How to set up a payment schedule in Parent Lounge

Setting up a payment schedule through Parent Lounge allows you to pay your Statement of Account in regular weekly, fortnightly or monthly installments. Your payment is secure, and your payments can be deducted from a nominated bank account or credit/debit card.

Once your payment schedule is set up in Parent Lounge, you will be able to view your current School account balance as well as future and past payments.

Setting up a payment schedule in Parent Lounge for the first time is a two-step process:

Step 1: Add a payment method

Before you can set up a schedule, you need to enter bank details from where payments will be made. This can be a bank account or credit/debit card.

This part of the set up only needs to be done once, and you can update your bank account or card details at any time.

Step 2: Create a payment schedule

Once your payment method has been entered, you can then set up a payment schedule. This needs to be done each year, as you receive your Statement of Account.

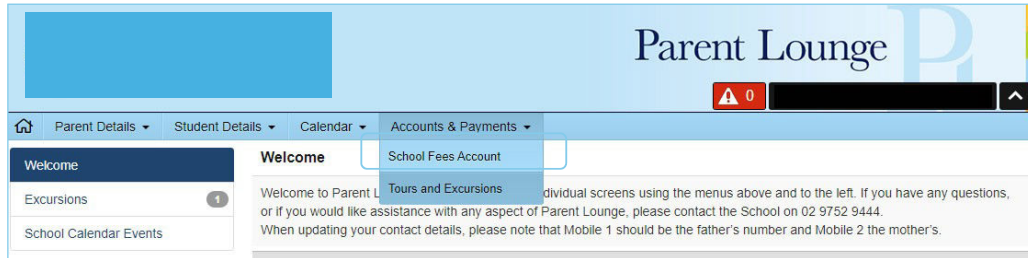
See below for detailed instructions for each step.

If you would like to discuss your Statement of Account, or assistance in setting up a payment schedule, please call Newman College Accounts Receivable on 08 9204 9459 or email fees@newman.wa.edu.au

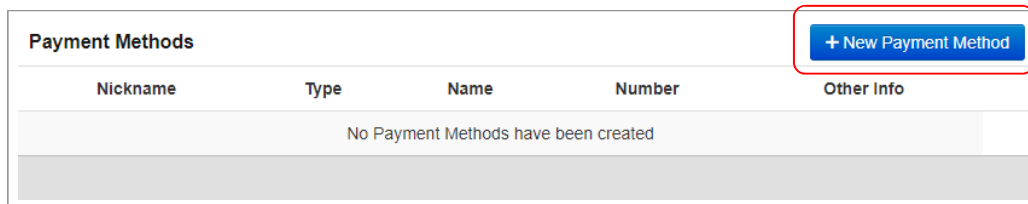
Step 1: Add a payment method

This step only needs to be done once – the first time you create a payment schedule.

- 1) Log onto Parent Lounge, using your Newman College username and password.
If you are unable to log onto Parent Lounge, please call Newman College ICT on 08 9204 9483
- 2) Go to Accounts & Payments > School Fees Account.



- 3) In the “Payment Methods” section of this screen, click + New Payment Method.



- 4) Enter your credit or debit card details, or your bank account details.
- 5) Read and agree to School Easy Pay’s Terms and Conditions.
- 6) Click Authorise.
- 7) Your bank details will then be tokenised and saved by School Easy Pay. You will see your payment method details on the main screen.



Notes:

- *If you wish, you can edit the card nickname by clicking on the pencil icon in the “Nickname” column. The card nickname can be used by you to identify an account in a way that is meaningful to you. Giving an account a nickname is optional.*
- *Although optional, you can add additional credit/debit cards or bank accounts. Having multiple payment methods will allow you to vary the payment method for **individual** payments once the schedule has been set up. Note, if you change the payment method for one payment, the remaining payments will be paid by your original payment method.*
- *Your bank account details are secure. When you enter your details, they are tokenised by our third-party provider, School Easy Pay, and are never stored in Parent Lounge or by Newman College. School Easy Pay is Level 1 PCI DSS compliant.*



Step 2: Create a payment schedule

This step needs to be done at the beginning of each year, soon after you receive your annual statement.

Please note that for the 2025 Statement of Accounts, payment schedules must be set up by 28/2/2025. After this date, the option to create a payment schedule will no longer be available.

- 1) Still in Parent Lounge, on the same School Fees Account screen, click + Add Payment Schedule.

Number	Instalment Date	Amount	Status	Payment Method
No Payment Schedules have been created				

- 2) In the window that appears, select your preferred payment method.
Your preferred payment method is the bank account or credit card you entered in the previous step.
- 3) Select your preferred payment schedule.
Your options are to pay weekly, fortnightly or monthly.
- 4) Check and edit the start and end date if you wish.
Editing the start date allows you to choose the day of the week payments are deducted. By default, payment schedules end near the end of year. Edit the End By Date if you wish to complete your payment schedule sooner.
- 5) Parent Lounge will calculate the number of instalments within the date range you have selected and calculate the instalment amount for each payment. Check these details and click Save.
- 6) Your upcoming instalments and amounts are displayed on screen.

Notes:

- *If you wish, you can change the payment method for **individual** instalments. For example, most of your payments may be coming out of a bank account but you would like **one** to come from your credit card. To do this you first need to add an additional payment method/s. You can then click on an individual instalment and change the payment method.*
- *If you wish, you can delay an individual instalment by 1 day. This may assist with coordinating with other financial commitments.*
- *You will receive automated emails at various points during your payment schedule. These include reminders upcoming instalments and notification of successful instalment payments.*

Challenge — Collaborate — Create — Celebrate