

Australian Industry Trade College Payment Options

AITC offer a range of payment options to assist families in managing the financial commitment of their young person attending the College. These options include:

- BPAY
- Credit Card/EFTPOS (Over the phone or on Campus)
- EdStart & EdStart Extend
- Futurity Investment Group
- Via the Parent Portal – “Make a Payment”
- Via the Parent Portal – “Payment Schedule”

Split Families please note that currently the options available via the Parent Lounge are not available to split families. Unfortunately, this is a system limitation. As an alternative please utilise BPAY to set up a recurring payment either weekly, fortnightly, monthly or per term. Please ensure that the last payment is the due date for Term 4.

Additionally, if your young person is about to undertake an apprenticeship or traineeship, there is also the potential that they may be eligible to apply for a **Trade Support Loan** to help contribute.

BPAY

Unique BPAY details are provided for each Parent Account and are printed on the top right hand corner of your Parent Statement. These can be used to set up a recurring payment through your own banking institution or for use in processing ad-hoc (one-off) payments.

Credit Card/EFTPOS

EFTPOS is available at each Campus Reception for making payment either in person or over the phone. Our Campus Administration and Fees team can assist with taking these payments.

EdStart & EdStart Extend

EdStart is a third party provider that provides a loan package that allows parents to spread school fee payments either over the current calendar year or beyond. For more information please visit: <https://edstart.com.au/aitc>

- Edstart Pay is an interest-free payment plan that runs up to 12 months.
- Edstart Extend allows you to spread your school fee payments beyond the current school year.

Futurity Investment Group

Futurity is another third party provider that provides a loan package that allows parents to spread school fee payments either over the current calendar year or beyond. For more information please visit: <https://futurityinvest.com.au/>

Trade Support Loan

A Trade Support Loan is an interest-free government funded loan to help with the costs of undertaking an apprenticeship. The borrower (young person) will start repaying the Trade Support Loan once you have reached the compulsory repayment threshold e.g. \$48,361 (from July 1, 2022). Repayments are made through the income tax system (like a university HELP loan). For eligibility and further information please visit: <https://www.australianapprenticeships.gov.au/aus-apprenticeships-incentives>

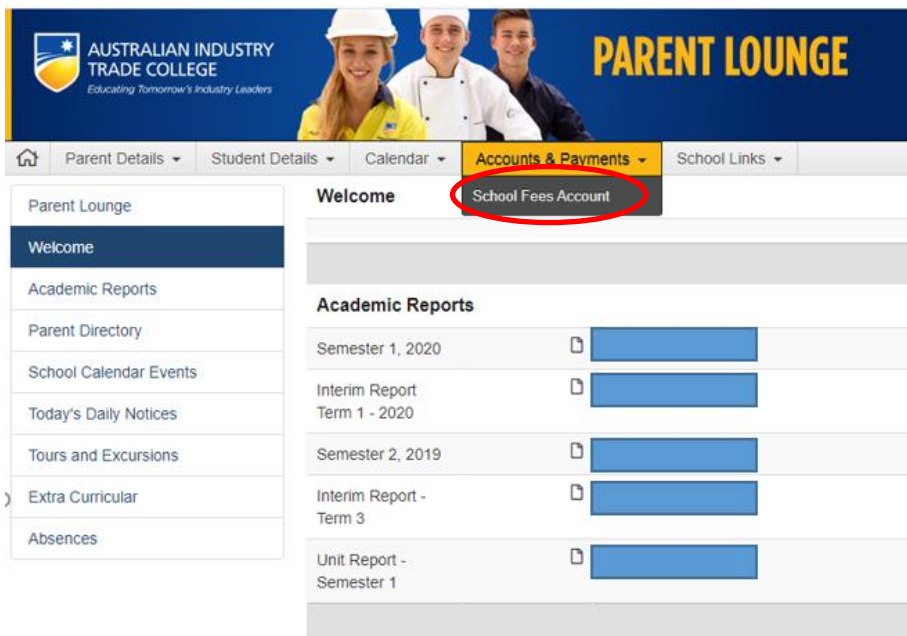
Parent Portal.

There are two payment options currently available through your access in the Parent Lounge.

- Parent Lounge – Make a Payment: This payment facility allows you to make ad-hoc (one-off) payments via a credit card online. You can specify the amount to contribute towards your fees.
- Parent Lounge – Payment Schedule: This payment facility allows you to set up an ongoing direct debit to a payment method you have specified. This can be either a bank account or to a credit card. Payment options include weekly, fortnightly, monthly and per term. These options may however be limited depending on when you opt to commence utilising this facility.

How to use “Make a Payment”

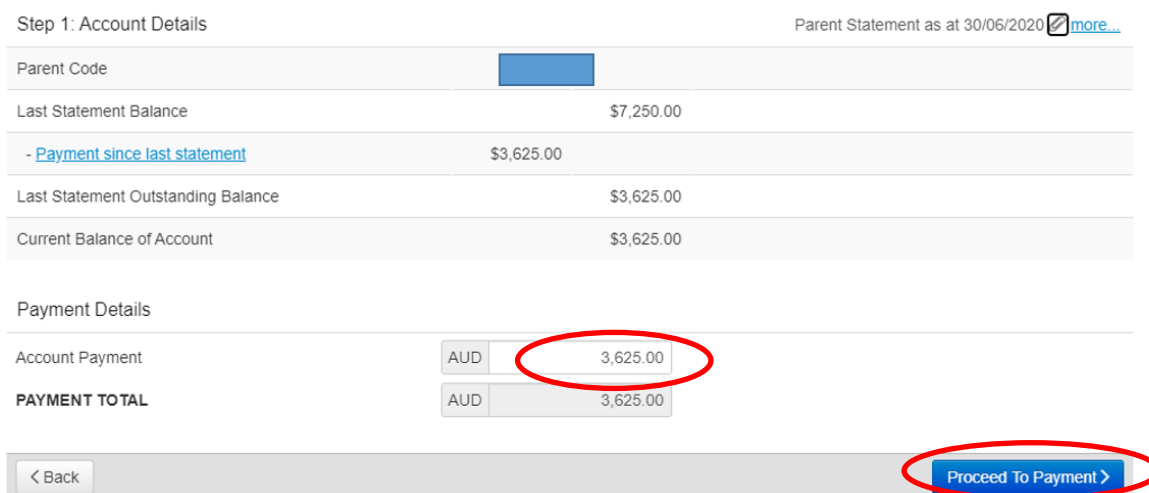
1. Log into your Parent Lounge (the link is specific to your campus, you will not be able to log into a campus that you are not enrolled in)
 - Gold Coast - <https://goldcoast.aitc.qld.edu.au/parentlounge>
 - Redlands - <https://redlands.aitc.qld.edu.au/parentlounge>
 - Sunshine Coast - <https://sunshinecoast.aitc.qld.edu.au/parentlounge>
 - Toowoomba - <https://toowoomba.aitc.qld.edu.au/parentlounge>
 - Ipswich - <https://ipswich.aitc.qld.edu.au/parentlounge>
 - Brisbane - <https://brisbane.aitc.qld.edu.au/parentlounge>
2. On the Top Menu Bar - select Accounts & Payments > then select School Fees Account from the drop down options available.



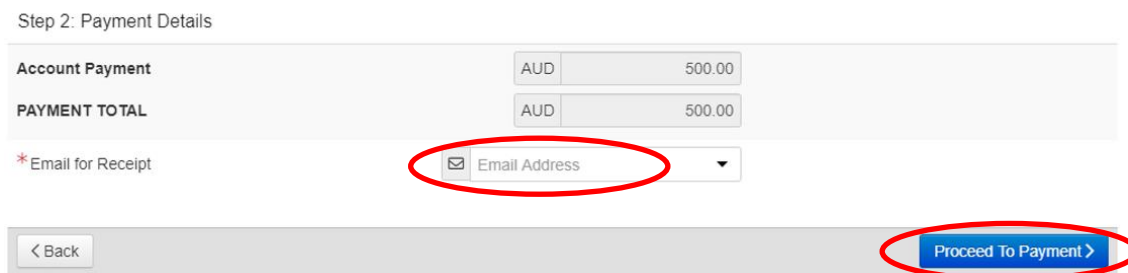
3. On the right hand side click the - "Make a Payment" button



4. Step 1: This screen will show the total amount outstanding on your tuition fees account. You then need to enter in the total amount you would like to pay in the "Account Payment" box. If you do not amend this figure the full balance will be paid. Click "Proceed to Payment"



5. Step 2: Enter in an email address you would like a receipt sent to. Click "Proceed to Payment"



- Step 3: This is a confirmation screen only. Check the details you have entered. Click the “Pay Now” button once confirmed, this will navigate to the secure payment page. Enter in your payment details as specified to finalise your payment.

Step 3: Confirmation

Please check that the details below are correct.
Click the 'Previous' button to change these details.

Parent Code	<input type="text"/>
Email for Receipt	<input type="text"/>
Amount to Pay	AUD <input type="text"/> 500.00

Click 'Pay Now' to proceed to the secure payment page.
Do not use the 'Back' button in your browser after this point.

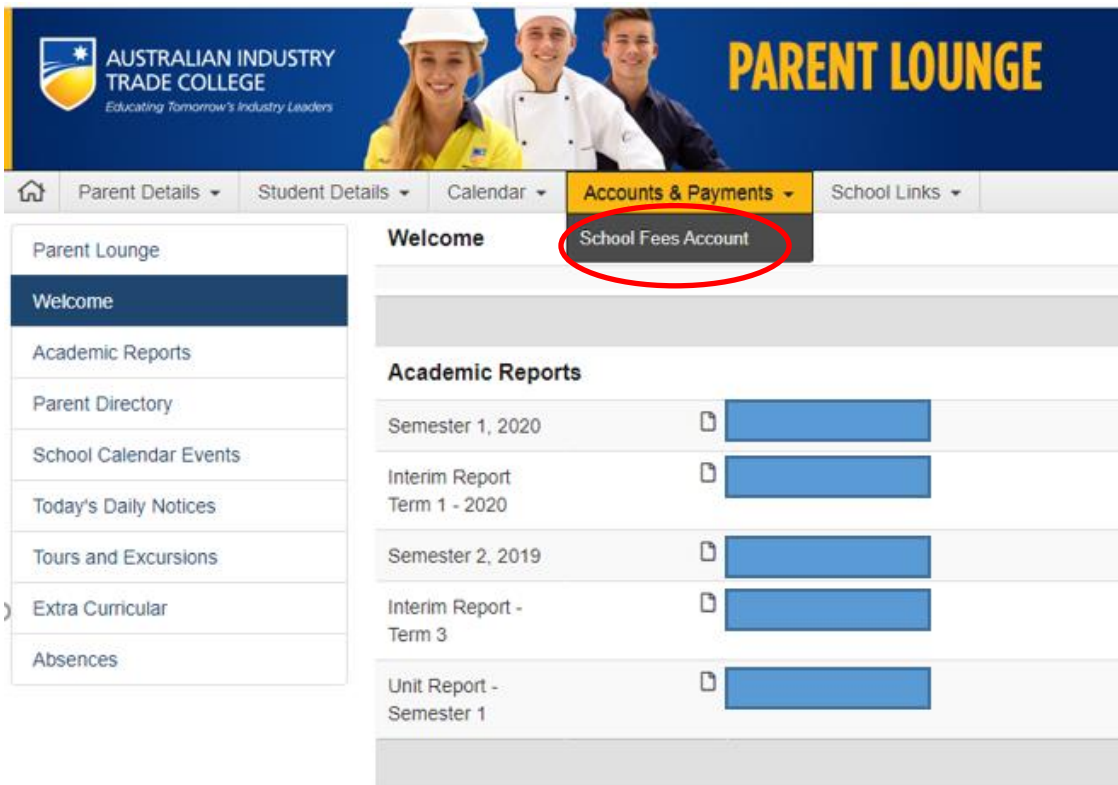
How to set up a “Payment Schedule”

One feature of the Parent Lounge is the ability for Parents to set up a Payment Schedule (Direct Debit) to manage the payment of your tuition fees. The following is the steps required to be able to do so.

Some important things to remember:

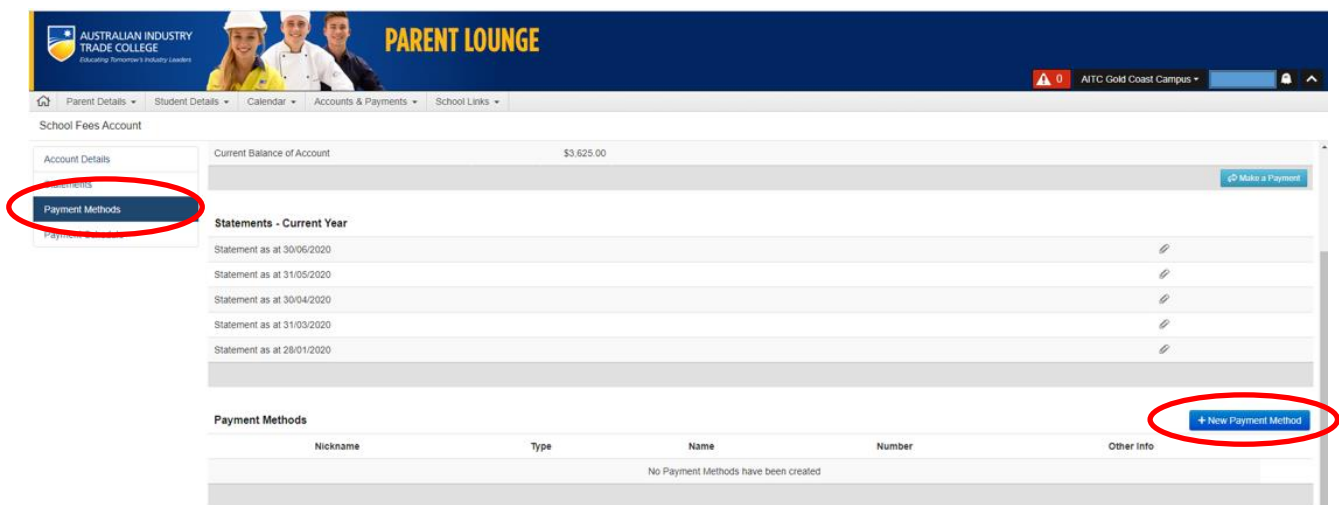
- The Payment Schedule is managed by the Parent via a third party provider.
 - It is the Parent’s responsibility to ensure sufficient cleared funds are available to meet the payment schedule commitments.
 - If you need to change your banking details from which payments are taken, you can manage this process yourself.
 - The Payment Schedule provides full visibility of the Scheduled dates and amounts to pay your tuition fees in full.
 - The credit card surcharge is on-charged to the parent if you opt to use this method for payment.
1. Log into your Parent Lounge (the link is specific to your campus, you will not be able to log into a campus that you are not enrolled into)
 - Gold Coast - <https://goldcoast.aitc.qld.edu.au/parentlounge>
 - Redlands - <https://redlands.aitc.qld.edu.au/parentlounge>
 - Sunshine Coast - <https://sunshinecoast.aitc.qld.edu.au/parentlounge>
 - Toowoomba - <https://toowoomba.aitc.qld.edu.au/parentlounge>
 - Ipswich - <https://ipswich.aitc.qld.edu.au/parentlounge>
 - Brisbane - <https://brisbane.aitc.qld.edu.au/parentlounge>

2. On the Top Menu Bar - select Accounts & Payments > then select School Fees Account from the drop down options available.

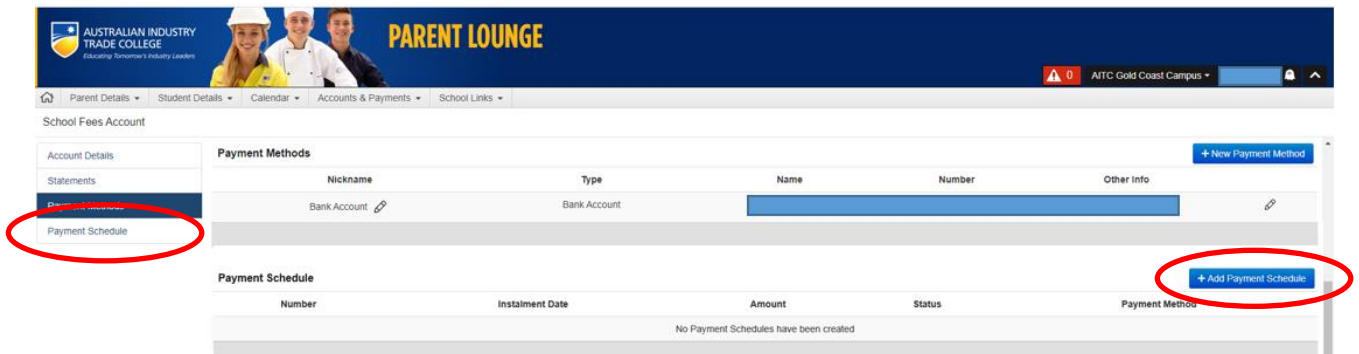


3. From the side menu bar, select Payment Methods. This is where you specify the method of payment you would like to use – bank account or a credit card. On the right hand side – click the “New Payment Method” button. Follow the prompts to add your chosen payment method details. Once this is saved it will show as an available Payment Method for you to select in the next step.

Please note: Your banking/credit card details will be tokenised/encrypted and AITC can't see the account details entered.



- The next step is to add the actual Payment Schedule. This selection only becomes available if a valid Payment Method has been created. From the menu bar on the left hand side, select "Payment Schedule", click the "Add Payment Schedule" button on the right hand side of the screen. Follow the on screen prompts.



- Select the Payment Method from the drop down box – what you set up in Step 3 above.
- Select the frequency of your Payment Schedule (Weekly, Fortnightly or Monthly) Only the available options will be shown. Please contact Fees@aitc.qld.edu.au if there are no options available to select.
- Select the Date instalments are to begin.
- The \$value of the Instalment amount will be automatically calculated and include the number of instalments you are committing to.
- Make sure you check the "Agree to Terms & Conditions" box.
- SAVE

Add Payment Schedule

* Payment Method Fee payment ▼

* Payment Schedule Fortnightly ▼

* Start Date 15/01/2020 📅

* End By Date 30/11/2020 📅

First Instalment Date 15/01/2020 📅

Last Instalment Date 04/11/2020 📅

LAST STATEMENT OUTSTANDING BALANCE AUD 57,590.00

PAYMENT TOTAL AUD 57,590.00

Instalment Amount AUD 2,617.73

No. of Instalments 22

Agree to Payment Schedule [Terms and Conditions](#)

Cancel Save

Your Payment Schedule is now set up ready to go from the first instalment date. All scheduled payments will be displayed.

The screenshot displays the 'School Fees Account' interface. It includes a sidebar with 'Payment Methods' and 'Payment Schedule' sections. The 'Payment Methods' table lists one method: 'Bank Account' (Type: Bank Account, Name: [Redacted]). The 'Payment Schedule' table lists 11 instalments:

Number	Instalment Date	Amount	Status	Payment Method
No Payment Schedules have been created				
2	23/02/2020	\$402.78	Approved	Bank Account
3	10/03/2020	\$402.78	Missed	Bank Account
4	24/03/2020	\$402.78	Approved	Bank Account
5	07/04/2020	\$402.78	Approved	Bank Account
6	21/04/2020	\$402.78	Approved	Bank Account
7	05/05/2020	\$402.78	Approved	Bank Account
8	19/05/2020	\$402.78	Approved	Bank Account
9	02/06/2020	\$402.78	Approved	Bank Account
10	16/06/2020	\$402.78	Approved	Bank Account
11	30/06/2020	\$402.78	Approved	Bank Account

A number of email notifications are automatically sent through to you in regards to your Payment Schedule throughout the year to help you manage your ongoing commitment.



HELPFUL HINT: If at any time you require an alteration to be made to your payment schedule or you have a query regarding paying your tuition fees account, please contact fees@aitc.qld.edu.au for assistance.