

Are your Course Confirmations all ready to go?

Template Setup

- Create your Course Confirmation **template** (if applicable, additional templates if fees vary)
 - Assigned to the correct **Academic Year**
 - Has a **name** that makes sense for staff and parents (eg. 2022 School Fees Year 7-12)
 - Descriptions** are completed (eg. include payment schedules, information, contact details)
- Payment items** have been added, using the right configuration
 - Essential/Locked Items** (eg. school fees, levies, mandatory programs)
 - Voluntary items** and/or contributions (donations, magazines, uniform items)
 - Your **Subject Fees CSV** has been imported from your timetable (if applicable)
 - Each item has a **description** (if applicable)
 - Payment Plan** option added and completed (if applicable)
- Agreements** added (if applicable - eg. ICT, Media Consent, Bullying)
- Questions** added (if applicable - eg. instrumental, volunteering, language)
- Students** added (ensure these are the right students for this year)



Parent Rollout

- Tick **Open to Parents** from the Basic Template tab
- Alert your parents**
 - Use our recommended **News Feed** post
 - Attach our **Parent Guide** to paying for **Course Confirmations**
 - Track payment status and receipt payments** throughout your fee collection