

Managing Fees and Finances in SEQTA Engage

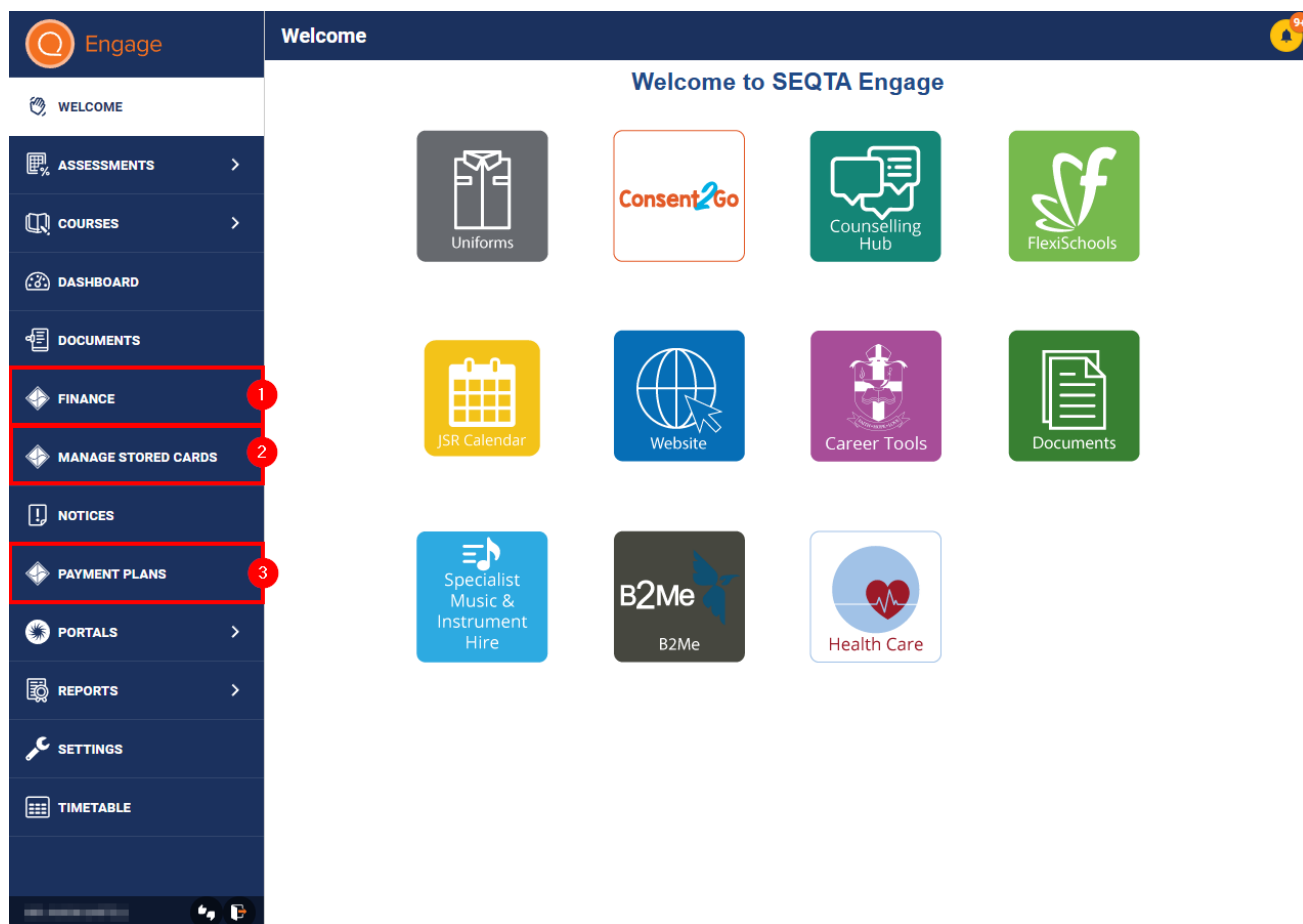
Overview

Log in to SEQTA Engage via the web (<https://parent.jsracs.wa.edu.au>) or the mobile 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 stored payment details.
 - This includes cards and direct debit payments.
- **Payment Plans**
 - Apply for one (1) of five (5) payment plans of varying instalments.
 - Only available for a limited time at the start of the calendar year.



Finance

Review ongoing financial accounts, with access to receipt and statement histories, and a full transaction history.

By default, the most recent records will be shown. Use the table dropdown to filter your view by month, including previous years.

If you have more than one (1) ongoing account with the school, they will be linked on the right-side of the screen.

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 dashboard. The left sidebar contains navigation links: WELCOME, ASSESSMENTS, COURSES, DASHBOARD, DOCUMENTS, FINANCE (highlighted with a red box), MANAGE STORED CARDS, NOTICES, PAYMENT PLANS, PORTALS, REPORTS, SETTINGS, and TIMETABLE. The main content area is titled 'Finance' and includes a 'Welcome' message, account summary (Total Owing/Overdue, Charges not yet notified, Overall Balance), and a 'Make a Payment' button. Below this are two tabs: 'Receipt & Statement History' (selected) and 'Transaction History'. The 'Receipt History' table has columns: Date, Receipt no, Amount, Payment Method, and Transaction description. The 'Statement History' table has columns: Date, Statement no, Due date, Balance, and Statement description. Both tables have a 'Last 5' dropdown menu. Red arrows point to the 'Last 5' dropdowns with the annotation: 'Alternate views "receipt & statement history" or "transaction history"'. Another red arrow points to the top right corner with the annotation: 'Additional account (such as music lessons) will be linked here'. A third red arrow points to the PDF icons at the end of the rows with the annotation: 'View or download a printable copy of your receipt/statment here'. A fourth red arrow points to the 'Last 5' dropdown with the annotation: 'Filter view by most recent, or by month (e.g., March 2023)'.

Engage

Finance

Welcome, [Name]

Mr and Mrs [Name] / Family Debtors

Total Owing/Overdue: [Amount]
Charges not yet notified: [Amount]
Overall Balance: [Amount]

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

Last statement date: [Date]
Last statement amount: [Amount]

Make a Payment

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)

Date	Receipt no	Amount	Payment Method	Transaction description
[Date]	[Receipt no]	[Amount]	[Payment Method]	[Transaction description]
[Date]	[Receipt no]	[Amount]	[Payment Method]	[Transaction description]
[Date]	[Receipt no]	[Amount]	[Payment Method]	[Transaction description]
[Date]	[Receipt no]	[Amount]	[Payment Method]	[Transaction description]

Date	Statement no	Due date	Balance	Statement description
[Date]	[Statement no]	[Due date]	[Balance]	[Statement description]
[Date]	[Statement no]	[Due date]	[Balance]	[Statement description]
[Date]	[Statement no]	[Due date]	[Balance]	[Statement description]
[Date]	[Statement no]	[Due date]	[Balance]	[Statement description]

Managed 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.

Engage

WELCOME

ASSESSMENTS

COURSES

DASHBOARD

DOCUMENTS

FINANCE

MANAGE STORED CARDS

NOTICES

PAYMENT PLANS

PORTALS

REPORTS

SETTINGS

TIMETABLE

Manage stored cards

Manage Stored Cards

Credit Card

Card Type	Cardholder	Card Number	Expiry	Bank	Status	
Linked Account Name: Mr and Mrs / Music Fees						
						Edit Delete

[+ New Payment Option](#)

NOTE: Eligible payment methods include

- Card,
- Direct debit

Update or remove stored payment method details

Add new payment method details

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 calendar year when the JSRACS 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 JSRACS Accounts department.

The screenshot shows the 'Payment plans' section of the Engage system. A sidebar on the left contains navigation links: WELCOME, ASSESSMENTS, COURSES, DASHBOARD, DOCUMENTS, FINANCE, MANAGE STORED CARDS, NOTICES, PAYMENT PLANS (highlighted with a red box), PORTALS, REPORTS, SETTINGS, and TIMETABLE. The main content area is titled 'Payment Plans' and includes a progress bar with three steps: Step 1: Select Plan, Step 2: (Optional): Select payment option, and Step 3: Confirmation. Below this, a 'Your Account Balance Summary' shows a total owing of \$0.00. An 'Available Payment Methods' section asks if the user wants to administer payments, with 'Yes' selected. Two tables show 'Discounts Available' and 'Fees Total After Discount' for five plans. Plan 1 has a 2% discount, while Plans 2-5 have 0%. Below these, 'Available Payment Plans' lists five options: Plan 1 (Single Payment), Plan 2 (2 Payments), Plan 3 (4 Payments), Plan 4 (10 Payments), and Plan 5 (20 Payments). Plan 2 is selected. A 'Submit Selection / Terms & Conditions' section has a checkbox for agreement, which is checked. A 'Proceed to next step' button is at the bottom right. Red boxes with numbers 1-4 point to: 1. Select payment method (Plan 1), 2. Select payment plan (Plan 2), 3. Agree to terms and conditions (checkbox), and 4. Proceed to next step (button).

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)

This screenshot shows a 'Review your selection' dialog box. It contains the text: '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.' There are 'Back' and 'Continue' buttons. A red box with the text 'Review the details below based on your choice of payment plan.' points to the dialog box. Another red box at the bottom states: 'If you do not agree to the details above, do not continue! Click "Back" and update your choicer of payment plan before proceeding further.'

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

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

- WELCOME
- ASSESSMENTS
- COURSES
- DASHBOARD
- DOCUMENTS
- FINANCE
- MANAGE STORED CARDS
- NOTICES
- PAYMENT PLANS**
- PORTALS
- REPORTS
- SETTINGS
- TIMETABLE

Payment plans

Payment Plans - Manage Stored Cards

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

Card Type	Cardholder	Card Number	Expiry	Bank	Status
Linked Account Name: Mr and Mrs / Music Fees					
					Edit Delete

This option is your default payment plan direct debit

Back
New Payment Option
Finish

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"

NOTE: Eligible payment methods include

- Card,
- Direct debit

- 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

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, 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.

Please review the submitted payment plan's details.

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