

## ON-LINE PAYMENT INSTRUCTIONS

### ENROLMENT APPLICATION FEE or ENROLMENT DEPOSIT

Genesis Christian College homepage [www.genesis.qld.edu.au](http://www.genesis.qld.edu.au)

Select **'Enrol Now'** tab from the menu bar

Select **'Enrolment Information'**

Scroll down to **Online Payments** and click on **'Pay your Enrolment Application Fee or Enrolment Deposit here'**

The link will bring you to the **Westpac Online Payment Form**

Select **'Other School Activities'**

**Next >>**

Complete the form as required.

#### Fill in drop down boxes as follows:

- Relationship to College: **Parent**
- Event/Activity name: **Enrolment Application Fee or Enrolment Deposit**
- Number of attendees: **1 (or 2 if paying deposit for more than 1 student offer)**
- Payment amount (AUD): **\$300**
- Payer first name: **'your name'**
- Surname: **'your surname'**
- Street address: **'your address'**
- City/Suburb: **'your suburb'**
- State: **Qld**
- Postcode: **'your postcode'**
- Contact phone number: **'your number'**
- Email: **'your email'**

#### **Participants**

- Given name(s): **Child's first name**  
Surname: **Child's surname**

**Next >>**

Select payment method: **Credit Card/Debit Card**

**Next >>**

#### **Complete payment information**

**Next >>** to proceed to the confirmation page where you can review your payment details and print a receipt of payment for your records.

There will be no need to provide a copy of receipt of payment as this is automatically tracked by the College Finance Department via the Online Payment System.

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