



ST JOSEPH'S NUDGEES COLLEGE

Fee Statement Handbook

nudgee.com | [#nudgeespirit](https://www.instagram.com/nudgeespirit)







Contents

Fee Statements	2	Viewing your Fee Statement in Parent Statement	6
Payment Options	3	Making a One-Off Payment	8
Calculation Worksheet	5	Setting up a Direct Debit Payment Schedule	10
Additional Charges	5	Frequently Asked Questions	12
Contact Us	5		

Fee Statements

Annual College Fees will be billed on 7 January 2026

Parents will receive an email notification advising them once their fee statements are available on **Parent Lounge**. To view your statement, log into Parent Lounge using your Parent Account number as your user ID. Passwords will be emailed separately to all parents.

For instructions on how to navigate the Parent Lounge, please refer to page 6. You can access your fee statement and view your current balance at any stage throughout the school year by logging into Parent Lounge. Please note, the College does not send copies of fee statements via post.

It is the responsibility of all parents to check their fee statement and pay their account by the due date which is **21 days from statement date unless paying periodically via direct debit**.

Annual Invoicing of School Fees

School fees are invoiced on an annual basis, typically in late December or early January.

Current Year Fees

There is no discount for paying the current year tuition and boarding fees upfront, in the initial year.

Prepayment for Future Years

Parent who choose to pay for future years' tuition and boarding fees in advance (by 31 January in the initial year for the subsequent years) will receive the following benefits:

- The fees for the first year (initial year) will be charged as normal (refer to 'Current Year Fees' above).
- Fees for subsequent years (if prepaid) will remain the same as the **initial year's fees**, as long as the full payment for future (subsequent) years is made by 31 January of the first (initial) year.
- This concession only applies to tuition and boarding fees paid in advance, Any compulsory additional charges (book hire, camps, insurance, Master Plan Levy, student ID cards, or other miscellaneous fees) will be charged at the amount that is current for each year.

Payment Options

Cash/Debit or Credit Card

Contact the Finance Office to pay via telephone **07 3865 0404** or email fees@nudgee.qld.edu.au or visit our office Monday to Friday between 8.00am and 4.00pm.

BPAY

Pay via the internet or telephone banking using the biller code and your unique reference number which are both located in the top right hand corner of your statement.

Direct Debit via Parent Lounge

The College has the following periodic payment arrangements available via direct debit from your nominated bank account or credit card. **Note: Parents are only required to do this once, at the start of the year.**

Direct Debit Payment Options:

- Weekly
- Fortnightly
- Monthly
- Per Term

Setting up your Direct Debit Payment Schedule within Parent Lounge helps make payment as seamless and secure as possible with the following added benefits:

- **Email confirmations and alerts** – receive an email every time a payment is processed, including if a payment has been declined.
- **Secure** – a modern, safe platform hosted by Microsoft in Australia with data encryption and PCI DSS Level 1 compliance.
- **Proven solution** – School EasyPay is widely used by schools across Australia.
- **Australian owned and operated** – support team are located in Balmain, New South Wales.

Please note, when setting up a direct debit in Parent Lounge, the following charges may apply:

- Bank Account - no additional charge
- Visa/Mastercard - 1.26%
- Premium and Corporate Visa/Mastercard - 1.79%
- All failed payments will incur a \$15 charge to parents/guardians each time



Calculation Worksheet

A calculation worksheet is available on the Nudgee College Parent page at <https://edstart.com.au/nudgee> to help calculate periodic direct debit payments. Please note this is a guide only and your actual payment will depend on the payment cycle chosen.

Additional Charges

Additional charges incurred during the year will be charged to your parent account:

- Lost library books
- Pharmacy charges (boarders only)
- Laundry mending (boarders only)
- Any outstanding Bus Minder fees are to be charged at year-end

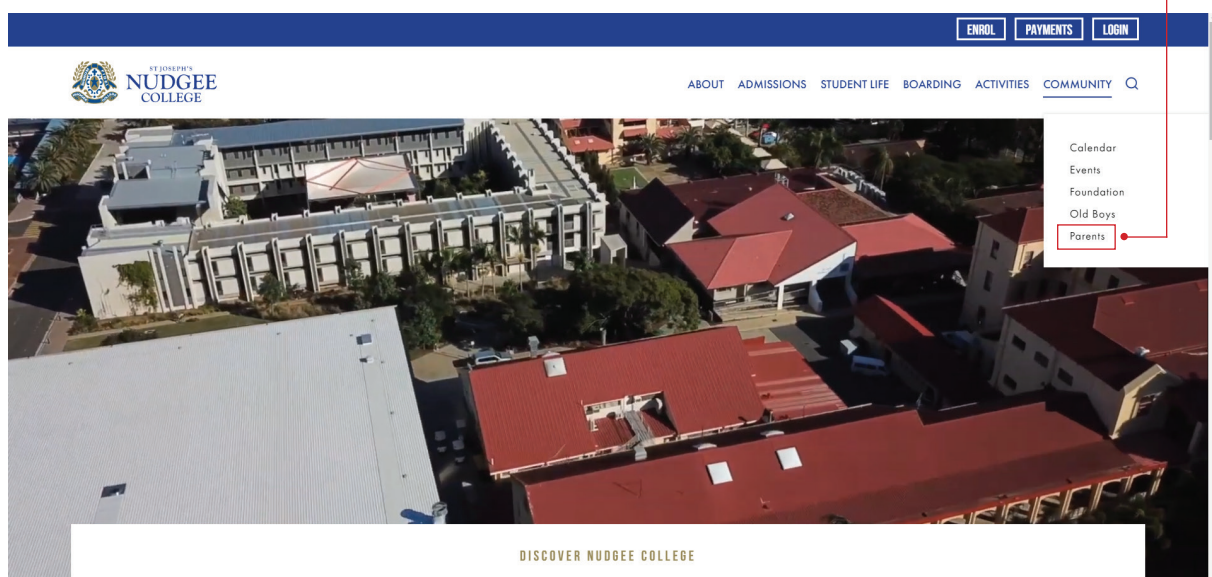
These can be settled using any of the payment methods outlined above. If paying via direct debit, your scheduled amounts may change.

Contact Us

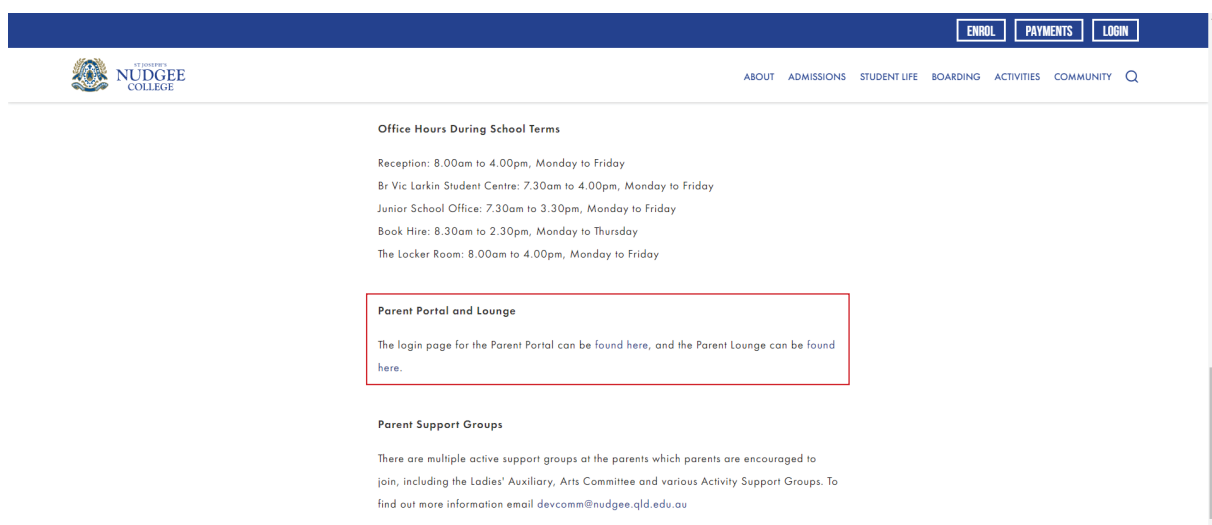
For all fee-related queries, including tuition and music fees and trips, please contact the Finance department via telephone 07 3865 0404 or email fees@nudgee.qld.edu.au. Alternatively, visit our office Monday - Friday between 8.00am and 4.00pm.

Viewing your Fee Statement in Parent Lounge

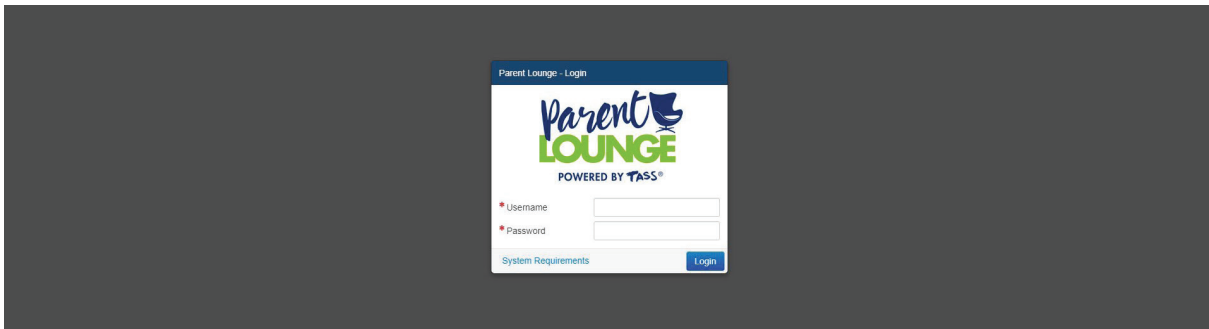
1. Visit the Nudgee College home page at www.nudgee.com
2. Under the 'Community' tab, select 'Parents'



3. Scroll down to 'Parent Portal and Lounge' and click on the link.



4. Enter your username and password, then select "Login"



5. From the main menu in Parent Lounge, select 'Make a Payment'.

This option allows you to view your latest statement, current school fee balance and make a payment on your school fees account.



Making a One-Off Payment

1. View your account balance by following steps 1-5 outlined above. To make a payment, enter amount you wish to pay and select 'Proceed to Payment'

The screenshot shows the 'Step 1: Account Details' page. At the top, there is a navigation bar with 'Parent Details', 'Student Details', 'Calendar', and 'Make a Payment'. Below this, the 'Account Details' section is displayed. It includes a table with the following data:

Step 1: Account Details		Parent Statement as at 11/04/2019
Parent Code	009843	
Last Statement Balance	\$0.00	
- Payment since last statement	\$16,288.90	
Last Statement Outstanding Balance	-\$16,288.90	
+ New Charges since last statement	\$16,941.40	
- New Credits since last statement	\$652.50	
Current Balance of Account	\$0.00	

Below the table, the 'Payment Details' section is shown. It includes a form for 'Account Payment' with a currency dropdown set to 'AUD' and a text input field 'Enter Payment Amount'. Below this is the 'PAYMENT TOTAL' section, also with a currency dropdown set to 'AUD' and a text input field '0.00'. A blue callout bubble points to the 'Enter Payment Amount' field with the text 'OR enter amount to pay'. At the bottom right, there is a blue button labeled 'Proceed to Payment' with a right arrow. A blue callout bubble points to this button with the text 'Proceed to payment'. Another blue callout bubble points to a paper clip icon in the top right corner of the 'Account Details' section with the text 'Click on paper clip icon to see statement'.

2. Enter email details or use drop-down menu to select email address, then select 'Proceed to Payment'

The screenshot shows the 'Step 2: Payment Details' page. At the top, there is a navigation bar with 'Parent Details', 'Student Details', 'Calendar', and 'Make a Payment'. Below this, the 'Payment Details' section is displayed. It includes a form for 'Account Payment' with a currency dropdown set to 'AUD' and a text input field '1,636.00'. Below this is the 'PAYMENT TOTAL' section, also with a currency dropdown set to 'AUD' and a text input field '1,636.00'. Below the 'PAYMENT TOTAL' section, there is a section for 'Email for Receipt' with a checkbox and a dropdown menu labeled 'Email Address'. A blue callout bubble points to this dropdown menu with the text 'Enter email address'. At the bottom left, there is a blue button labeled 'Back' with a left arrow. At the bottom right, there is a blue button labeled 'Proceed to Payment' with a right arrow. A blue callout bubble points to this button with the text 'Proceed to payment'.

3. Ensure details are correct and select 'Pay Now'. This action will take you to our secure payment site with Commonwealth Bank of Australia (BPOINT).

Parent Details Student Details Calendar Make a Payment

Account Details > Payment Details > Payment Confirm

Step 3 Confirmation

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

Parent Code 016985

Email for Receipt ☒ info@nudgee.qld.edu.au

Amount to Pay AUD 1,636.00

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

Back Pay Now

4. Enter your credit / debit card details and finalise your payment by selecting 'Next'.

BPOINT
Reinvented. Secure.

You are paying
NUDGE COLLEGE

Bill Code
878728 - NUDGEE COLLEGE

Reference 1
016985

Amount
AUD 1.00

Choose a Payment Method

Card ☒ Other Payment Methods ☐

Card number

Expiry date MM YY CVN

NEXT >

© Commonwealth Bank of Australia 2009-2019 ABN 48 123 123 124

Setting up a Direct Debit Payment Schedule

1. View your account balance by following steps 1-5 outlined above. Enter the details of your nominated account payments will be deducted from.

2. Select **+ New Payment Method** .
3. Ensure that you check the 'I have read, understood and agree with the Terms & Conditions' box before proceeding to authorising your payment details.
4. Now that you have entered account details, the frequency and amount of payment must be input. To do this, select **+ Add Payment Schedule** .

5. Select the Payment Method - Bank account or credit/debit card (transaction fees apply).
6. Select the Payment Schedule (see page 3 for options and start dates) and click 'Save' (example below).

Add Payment Schedule

*Payment Method	▼
*Payment Schedule	▼
First Instalment Date	📅
Last Instalment Date	📅
LAST STATEMENT OUTSTANDING BALANCE	AUD
Building Foundation Donation	AUD 1.00
Jack Ross Bursary Donation	AUD 1.00
PAYMENT TOTAL	AUD 2.00
Instalment Amount	AUD
No. of Instalments	

Choose preferred payment schedule
Weekly, fortnightly, monthly or term

Parents wishing to include a donation with their fee payment/s should amend the amount to reflect the desired donation. Alternatively, the nominal amount of \$1.00 may be cleared as shown in the Parent Portal.

The Nudgee community is unique, offering support to many in need. As the College evolves, it preserves its culture and spirit, providing an education that empowers hearts and minds, following Edmund Rice's legacy. We value your family's commitment to Nudgee College, and your voluntary support (above) of the Building Fund and Bursaries for boys in need, helps the College continue supporting families, and making a difference in the lives of young men.

Frequently Asked Questions

1. ***Q: Can I update/change my chosen payment method after I've set up my Direct Debit order in Parent Lounge?***

A: You are able to update your chosen payment method if required by adding a new payment method and attaching all future payments in the schedule to the new account using the Pen/Edit icon. 

Remember to update the 'NICKNAME' to help differentiate between payment methods.

Please note that any accounts with historical payments attached cannot be deleted.

2. ***Q: I have been charged \$0.01 by School EasyPay. Is this an error?***

A: Upon initial set up, your account will be charged \$0.01 by School EasyPay. This is to verify your account details and will be reversed out a day later.

3. ***Q: How does the School protect my banking details?***

A: Nudgee College uses School EasyPay, a secure, safe platform hosted by Microsoft in Australia with data encryption and PCI DSS Level 1 compliance. No account information is stored by the College for security purposes.

4. ***Q: What are the Nudgee College Foundation Building Fund / Jack Ross Bursary contributions and why do these appear on my statement?***

A: The Nudgee College Foundation is essential to securing the future of the College. The Building Fund donation helps with significant costs, covering essential works and advancements across the College. The Jack Ross Bursary enables us to aid boys in need whose families have suffered from financial misfortune. We encourage every Nudgee College family to make a voluntary contribution to both or either of these funds. Please note that these are **suggested amounts only** and you are **free to amend these** to suit your family's budget.

For more information about the St Joseph's Nudgee College Foundation, please visit the School's website: **www.nudgee.com/community/foundation** or contact Erina Hitchings, Acting Head of Philanthropy on (07) 3865 0313 or via email ehitchings@nudgee.qld.edu.au.



PLEASE REFER TO
WWW.NUDGEE.COM
FOR FURTHER INFORMATION.



ST JOSEPH'S NUDGEE COLLEGE

2199 Sandgate Rd, Boondall, QLD 4034
Telephone: 07 3865 0555 | Fax: 07 3865 0500
Email: contact@nudgee.com

nudgee.com | [#nudgeespirit](https://www.instagram.com/nudgeespirit)

A Catholic School in the Edmund Rice Tradition

ABN 69 372 249 513 | CRICOS Provider No. 00572G | Edmund Rice Education Australia Colleges Ltd t/as St Joseph's Nudgee College