

Dear Parent

We now accept electronic payments for major items of College expenditure. This process is facilitated by ParentPay.

ParentPay offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week - safe in the knowledge that the technology used is of the highest internet security available.

You have a secure online account, activated using a unique username and password; you will be prompted to change these, and to keep them safe and secure. If you have more than one son or daughter at Hills Road, you can merge their accounts once logged in to ParentPay.

You will have received your ParentPay account activation username and password; please remember that both username and password are case sensitive. Watch out for o (as in orange) and 0 (zero), and also l (as in letter) and 1 (the number one). Please don't hesitate to call the College if you have any problems.

Making a payment is straightforward and ParentPay holds an electronic record of your payments to view at a later date; no card details are stored in any part of the system. Once you've activated your account you can make online payments straight away.

Yours sincerely

Linda Sinclair
Principal

Getting started

Activating your account

1. Connect to www.parentpay.com
2. Click on Activate
3. Type in your username and password into the boxes provided
4. Follow the on screen instructions. You will be required to update some information about yourself such as username, address, email etc.
5. Failure to provide an email address will result in you not being sent any confirmation of payments via ParentPay.
6. During the activation process you will be asked to provide a new username and password. Please keep a note of these and use them for all future logins to ParentPay. (Once your account has been activated your starting username and password will no longer be valid).

To pay via ParentPay

1. Connect to www.parentpay.com
2. Click on Login
3. Type in your username and password into the boxes provided
4. Click on My payment items
5. Select the service you wish to make payment for by ticking the corresponding box to the left of the service name. e.g. Student Bursary Credit Account
6. When selecting Student Bursary Credit Account be sure to amend the amount field to the amount you wish to credit the account with.
7. Click Continue
8. Enter your card details into the boxes provided
9. Click Make Payment to complete the payment process

Benefits:

- Monthly expenditure statements via email *
(details of what has been spent from your son/daughter's credit account and what it has been spent on)
- Balance alert via email *
(an email alerting you when there is a credit balance of £10 or less)
- If you are crediting the account for a specific purpose you may specify during payment how you intend the money to be spent. This will be taken into consideration when the student credit account is debited.

Notes:

- Account top-ups must be between £10 and £250
- Credit accounts exist for the duration of the student's academic life at Hills Road. Any remaining L6 credit at the end of the academic year will automatically be carried across into their U6 year.
- At the end of each academic year, any outstanding college debts a student has will be taken from any remaining credit in their account.
- Refunds will not be available on credit balances of less than £5.
- Any credit balances below the de minimis limit of £5 will be credited to the College Fund.

To use this facility simply log in to ParentPay and select "Student Bursary Credit Account" from the service list.

2. Trips & Visits:

Where appropriate, payment for college trips and visits will also be made available via ParentPay. In such cases, the students will be informed of this by the trip organiser. The payment process for trips and visits also provides you with the ability to electronically give consent for your son/daughter to attend. This is the quickest and easiest way for you to grant permission.

To use this facility simply log in to ParentPay and select the trip from the service list.

* Can only be provided if an email address was specified during the ParentPay activation process. (You can manage your account details with ParentPay by logging in and clicking on the 'Profile' tab).

3. Exam fees:

Resit fees are a major item of expenditure and it is our intention to facilitate this through ParentPay. You may now pay for Summer 2010 re-sits by following the instructions on the re-sit entry form. Please be careful in following the instructions as we rely on the information entered with the payment to ensure that the student is entered for the right exam. Note that this method of payment is time limited to the period before we impose higher charges.

A more general system will require a number of changes to the way we currently administer exams but the Student Bursary Credit Account can be used to allow your son or daughter to pay for resits at the Bursary without having to provide a cheque or cash.

Contact information:

Hills Road Sixth Form College
Cambridge
CB2 8PE

01223 247251

To contact the College Bursary by telephone please call the number above and dial extension 1278 or 1463.

To contact the College Bursary by email please use the following email address: finance@hillsroad.ac.uk