

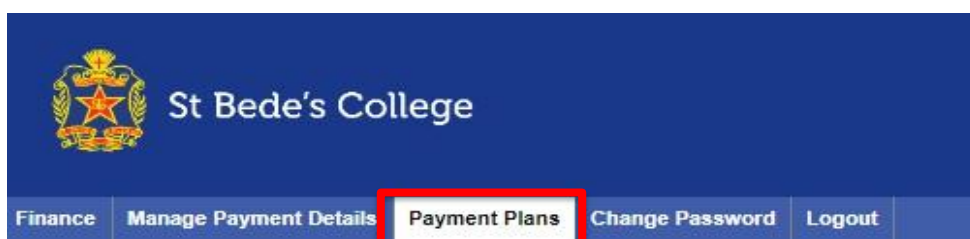
Instructions for setting up your 2026 Payment Plan



ST BEDE'S COLLEGE

Setting Up Your Payment Plan

1. Go to the Community Portal:
<https://synweb.stbedes.catholic.edu.au/SynergeticCommunityPortal>
2. Login with your email address and password.
3. Click the Payment Plans tab



4. Select your preferred payment method: School Administered or Self-Administered.
 - School Administered (*preferred option*) – automatically deducted from your Bank Account or Credit Card by the College in accordance with the Payment Plan Option selected.
 - Self-Administered – payments are manually managed by families in accordance with the Payment Plan Option selected.

Available Payment Methods

Would you like us to administer payments on your behalf?

☒ Yes

☐ No, I will administer my own fee payments according to my selected payment plan, observing the scheduled due date of each payment.

5. Select your preferred Payment Plan Option

Available Payment Plans

Available payment plans.

- | | | |
|---|----------------|--|
| <input type="checkbox"/> Plan 1 | Single Payment | Full payment to be made on or before 28 February 2026. A discount of \$300 per student will be granted when the total Annual Tuition Fees and Levies are received in full by 28 February 2026. |
| <input type="checkbox"/> Plan 2 | 4 Payments | Four equal payments due by 15 February 2026, 15 May 2026, 15 August 2026 and 15 November 2026. |
| <input type="checkbox"/> Plan 3 | 10 Payments | Ten equal monthly payments commencing on the 15 February 2026 and finalised by 15 November 2026. |
| <input checked="" type="checkbox"/> Plan 4 | 20 Payments | Twenty equal fortnightly payments commencing on 11 February 2026 and finalised by 4 November 2026. |

6. Read and confirm your understanding of the Terms & Conditions and Fee Policy and click Proceed to next step:

Submit Selection / Terms & Conditions

☒ I have read, understood and agree to the Terms and Conditions and the Fee Policy.

Proceed to next step

7. Review your Selection and click Continue

Review your selection
Please confirm your selection by clicking the [continue](#) button.

You have requested for **St Bede's College** to manage payment plan **1** consisting of 1 payment of \$ on **28 February 2026**

Please Note: a discount of \$300 per student will be granted when the total Annual Tuition Fees and Levies are received in full by 28 February 2026.

BackContinue

8. *If you have selected the School Administered Payment Plan Option:* Select payment option Credit Card / BSB and Account Number:
- Edit your Bank Account/Credit Card Details; OR
 - Add a New Payment Option

Payment Plans - Manage Stored Cards

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

Direct Debit

Bank	Account	BSB	Account No.	Branch	Status	
Linked Account Name		Family Debtors				
	Test	083012	123456		Pending	<div>EditDeleteActivate</div>

BackNew Payment OptionFinish

If you wish to change your current payment option of direct debit to credit card, then create a new credit card payment option and 'Activate' it.

Direct Debit

Financial Institution

Branch Name

Account Name (in full)

Test

BSB

083012

Account No.

123456

CancelSave

☒ Credit Card ☐ Direct Debit to Bank Account

Credit Card

Card Type

Card Holder's Name

Issuing Bank

Credit Card Number

Expiry Month

12

Expiry Year

25

CancelSave

9. Click Activate to update the Status to Confirmed:



You are about to submit your payment option details for record.

10. Select 'Finish' to save your Payment Plan.

Direct Debit

Bank	Account	BSB	Account No.	Branch	Status	
Linked Account Name: Ms A & Mr T Ross / Family Debtors						
	Test	083012	123456		Pending	<input type="button" value="Edit"/> <input type="button" value="Delete"/> This option is your default payment plan direct debit

11. This completes the process of setting up your Payment Plan.

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.

You have requested for St Bede's College to manage payment plan 1 consisting of 1 payment of \$42,114.00 on 28 February 2026

Please Note: a discount of \$300 per student will be granted when the total Annual Tuition Fees and Levies are received in full by 28 February 2026.

Your Privacy Is Paramount

The Synergetic Payment Portal utilises the NAB Transact digital interface to store information in a safe and secure manner. No financial information is stored on the St Bede's College servers.

We Are Here To Help

Please contact Rebecca Januario (Accounts Receivable Coordinator) on **9582 5847** or familyaccounts@stbedes.catholic.edu.au if you have any queries in relation to your 2026 Fees and Levies.