

<b>Topic:</b>	<b>Online Payments</b>
<b>Effective:</b>	<b>September 2018</b>
<b>Revision Date:</b>	<b>November 2020</b>
<b>Review Date:</b>	<b>November 2024</b>
<b>Responsibility:</b>	<b>Superintendent of Business Services and Treasurer</b>

**INTENDED PURPOSE:**

The Halton District School Board is committed to:

- ensuring efficient processes are in place to receive payment for goods, services, field trips, fundraising activities, etc.;
- protecting the security of funds collected; and
- ensuring proper accounting processes are in place to track all funds received.

The Board has implemented Online Payment Software at all schools. The Board will ensure all charges are available for payment online. The Board will encourage parents, guardians and students (if over 18) to make all payments to the school online.

**PROCEDURE:****1. Consistent Availability of Online Payments:**

The school is responsible to ensure all charges are set up in the Online Payment Software and available for payment online. This must be done prior to any communication to parents, guardians or students (if over 18) (e.g., the charge must be set up prior to any field trip forms/permission forms being sent home) and the charges on any communication must agree with the online fee.

**2. Encouraged Payment Method:**

Parents, guardians and students (if over 18) are encouraged to pay all charges online. All documentation requesting payment must include the standard statement in AODA compliant format: The school encourages online payment for all fees and activities for students.

**3. Inclusions:**

The availability of online payments includes:

- School Generated Funds
- School Councils
- Home & School Associations (where Board staff would normally be expected to handle the collection of funds)
- Certain third-party vendors where arrangements have been made through Business Services (e.g., photography, spirit wear, tour companies, etc.)
- Donations to Schools or the Board
- Certain administrative payments to the Board (e.g., Board-wide conferences, paid professional development, staff reimbursements)

**4. Accounting for Payments:**

For all fees posted for online payment, the school will ensure any amounts paid in excess of \$5 per student by alternative payment methods are assigned to the appropriate student in the accounting system. This will allow the school to run a payment report by student which includes all payment methods.

## **5. Board Approved Software:**

All school staff are expected to use the Board's approved Online Payment Software for accepting online payments. Schools may not receive funds through accounts set up either directly by the school, or indirectly through individual staff or school volunteers, where the payments have been processed by a non-Board approved payment processor or online website.

## **6. Exemptions:**

The Principal has the discretion to exempt fees from being posted online when:

- One-time, non-recurring (e.g., held only once during the school year) activities/events  
AND
- The total amount collected from a student is under \$5.

All fees \$5 and above must be available for payment online. Similarly, recurring events (e.g., food days) where the amounts collected are small, must be available for payment online.

For parents, guardians or students (if over 18) who are unable to use online payment software or such use of online payment software would result in undue hardship, alternative methods of payment will be accepted. Alternative methods of payment (e.g., cash, cheques) must be received directly through the school office. The school reserves the right to return alternative methods of payment not paid directly through the school office, which may result in the transaction for the goods, services or other activities not being processed by the required deadline.