



Dear Parent / Guardian

The College operates an e-payment system to pay for **campus fees, trips, meals and all other College activities**. This can be done online using a secure website called ParentPay. ParentPay offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week. You have a secure online account, activated using a unique set of activation codes. You will be prompted to change these and create your own secure Username and Password for future logins.

Your ParentPay account activation codes can be found by logging into your son / daughter's Applicant Portal.

Please make sure that you activate your ParentPay as soon as your son / daughter is enrolled and before their first day at College.

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. Those parents who do not have a bank account should contact the Finance office to request a PayPoint barcode. PayPoint payments are recorded by ParentPay in the same way as online payments.

Please visit www.parentpay.com click **Login** and activate your account using the codes shown. Once your son / daughter has enrolled, payments that are expected to be made will be available to view, and these will show over the first few weeks of the academic year. Please monitor your account so that you are aware of when payments are due. Details of specific subject costs are provided on the enclosed subject costs sheet.

The College's canteen is cashless and ParentPay can be used for on-line transactions to top-up catering accounts. Alternatively, there is a machine on site which can be used to top up students' catering accounts. This takes a minimum cash amount of £1 coins.

The College has no other way to collect payments, so it is important that all students have an active ParentPay account, so please ensure that you activate this. In addition to using Parent Pay for payments, we will also use it to obtain parental consent for no cost trips, and so if Parent Pay is not activated it could restrict your son / daughter's activities at the College.

Your support with this is much appreciated.

Yours faithfully

A handwritten signature in black ink, appearing to read "Tony Wilmott", written in a cursive style.

Tony Wilmott
Director of Finance