

Dear Parent/Caregiver

RE: Uniform Payment Plan Process

As you are aware Uniform Concept is relocating to Port Kennedy as a result it is necessary to modify the uniform payment plan process to include an online procedure.

Procedures are outlined below.

**PROCEDURE 1 - Online**

- Go to the college website
- Go to the **Accounts and Finance** tab (located on the right hand side of the menu bar)
- Open **Uniform Shop** tab
- Scroll down to **Uniform Concepts and Order Form**
- Open **“NEW - Uniform Payment Plan Process “**
- Complete the uniform order form online, choose your preferred payment method by completing the NPS (Direct Debit), Credit Card or Centrepay form/s. Submit forms, via email to the BSC Finance Team for processing. Email address is below.  
[Baldivis.sc.accounts@education.wa.edu.au](mailto:Baldivis.sc.accounts@education.wa.edu.au)
- Once your application has been processed you will receive a verification email which will include a certified copy of your uniform order form and repayment details.
- Download the uniform order form and take it to Uniform Concept for actioning.

**PROCEDURE 2 – In person/by telephone**

- Call into the college and speak with a Finance Officer – they will process your application on site.

IMPORTANT INFORMATION: When entering into a payment plan for the purchase of uniforms you will be required to include the cost of your child’s education program ie course charges and voluntary contributions, into the payment plan. If you require clarification, please speak with a Finance Officer.

**PLEASE NOTE: certified uniform order form/s must not be altered; any amendments must be approved and re - certified by a member of the Baldivis Secondary College Finance Team**

If you have any questions, please contact a member of the Finance Team on 95233600