

St. Mary's Canossian College

Guide to ePayments

The use of Campus Smart Card is now extended to making electronic payments. We anticipate that with its implementation, class time spent on collection of all kinds of payments will be greatly reduced. The additional benefit of such system is to allow parents to keep track of all payments made at school via the eClass platform.

HOW TO MAKE DEPOSIT INTO THE ACCOUNT

Whenever a deposit is made into a student's account, the balance can be checked via her eClass platform. Before the collection of a particular fee, the school will set up the required amount in the system for the concerning students. When the students make payment with their Smart Cards, the payment is directly debited from the students' accounts.

Initial Deposit:

- once every term by cheque

Additional Deposits:

- min. HK\$300 per transaction
- through PPS / Internet Banking
 - ⇒ by phone (18031) or
 - ⇒ by Internet PPS (www.ppschk.com) or by Internet banking service of your own account
 - **SMCC Merchant Code:** 9531
 - **Bill Payee Account Number:** 7-digit student I.D. number on the Student Smart ID Card including the digit in the brackets & ignore the alphabet

HOW TO MAKE PAYMENTS

- The school will set up the corresponding payment items in the system.
- Students may tap the Campus Smart Card at any of the ePayment kiosks.

HOW TO CHECK ACCOUNT BALANCE AND TRANSACTION RECORDS

- Log onto student's or parent's eClass account
- Detailed guidelines are available at www.smcc-canossian.org/intranet/eClass/guide.htm

REPORT PROBLEMS IMMEDIATELY

In case of any errors or problems, **student/parent should report to the school office immediately, citing the PPS payment reference number (if applicable) for follow up.**

LOST OR STOLEN SMART CARD

Student should report lost card to the school office immediately. As the Campus Smart Card can only be used to settle payments for the card owner with the school, there will not be any financial loss due to unauthorized transactions. However, a charge will be incurred for card replacement.

SURPLUS

The balance of the account will be carried forward to the next academic year and any surplus in the Smart Card account will be returned to the students upon graduation.