


# Payments online

for professional learning sessions



## Instructions on how to pay

Please use the following information to pay online with a credit card.

<p>1. Go to the Aurora College website <a href="http://www.aurora.nsw.edu.au">http://www.aurora.nsw.edu.au</a> / and click on the <b>'Make a payment'</b> icon on the right hand side of the screen.</p>	<p>Make a payment</p> 
<p>Unfortunately the DoE payment system requires certain fields to be filled for external payments. This is a standard form and cannot be altered. Apologies.</p> <p>2. Enter your <b>given name</b> and <b>surname</b>.</p> <p>3. Enter <b>n/a</b> in the 'class or year' field</p> <p>4. Enter <b>your school code</b> in the 'Ref Number' field</p> <p>Click on <b>'Next Section'</b></p>	<p>Make a Payment</p> <p>Enter your payment details below. Fields marked with an asterisk ( * ) are mandatory.</p> <p><b>Student Details</b></p> <p>Student Registration Number <input type="text"/> <small>If this 9 digit number is on the Statement issued by the school it will be to the right of the student's name</small></p> <p>* Given Name <input type="text" value="Jane"/></p> <p>* Surname <input type="text" value="Citizen"/></p> <p>* Enter both Class/Year &amp; Ref Number, or Date of Birth:</p> <p>Class or Year <input type="text" value="n/a"/></p> <p>Ref Number <input type="text" value="8912"/> <small>This number may be on the top of the invoice or statement issued by the school. It may have the heading Ref.</small></p> <p>Date of Birth <input type="text" value="DD/MM/YYYY"/> <small>e.g. 14/05/2010.</small></p> <p><small>If you wish to make a payment for another student, first complete this payment. There will be an option to re-use your details for another payment.</small></p> <p><input type="button" value="Cancel Payment"/> <input type="button" value="Next Section"/></p>
<p>5. Enter your <b>name, contact phone number</b> and <b>email address</b> in the mandatory fields.</p> <p>Click on <b>'Next Section'</b></p>	<p><b>Contact Details</b></p> <p>* Contact Full Name <input type="text" value="Jane Citizen"/></p> <p>* Contact Phone Number <input type="text" value="1300 287 629"/> <small>e.g. 0249512345 or (02) 49512345</small></p> <p>* Contact Email Address <input type="text" value="jane.citizen@det.nsw.edu.au"/></p> <p><input type="button" value="Cancel Payment"/> <input type="button" value="Next Section"/></p>

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<p>6. Select <b>'Other'</b> as a payment type from the drop down menu</p> <p>7. In the 'Description' field, enter the <b>myPL course code (eg: RG09921)</b> for the event you wish to pay for</p> <p>8. Enter <b>the total cost for the number of participants that have registered or will be participating</b> in the 'Amount' field</p> <p>Click on <b>'Next Section'</b></p>	<div style="background-color: #333; color: white; padding: 5px;"> <span>🛒 Payment Items ⚠️</span> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Payment Type</th> <th style="width: 45%;">Description</th> <th style="width: 15%;">Amount</th> <th style="width: 15%;"></th> </tr> </thead> <tbody> <tr> <td><input type="text" value="Other"/></td> <td><input type="text" value="2020Bio"/></td> <td><input type="text" value="50.00"/></td> <td><input type="button" value="Remove"/></td> </tr> <tr> <td><input type="text" value="Other"/></td> <td><input type="text" value="2020Eco"/></td> <td><input type="text" value="50.00"/></td> <td><input type="button" value="Remove"/></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="button" value="Remove"/></td> </tr> <tr> <td colspan="2" style="text-align: right;"><b>Total Amount</b></td> <td><input type="text" value="100.00"/></td> <td><b>AUD</b></td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <input type="button" value="Cancel Payment"/> <input type="button" value="Add Another Payment"/> <input type="button" value="Next Section"/> </div>	Payment Type	Description	Amount		<input type="text" value="Other"/>	<input type="text" value="2020Bio"/>	<input type="text" value="50.00"/>	<input type="button" value="Remove"/>	<input type="text" value="Other"/>	<input type="text" value="2020Eco"/>	<input type="text" value="50.00"/>	<input type="button" value="Remove"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>	<b>Total Amount</b>		<input type="text" value="100.00"/>	<b>AUD</b>
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<p>9. Enter your <b>credit card details</b></p> <p>NB: Payment is secure via Westpac</p> <p>Click on <b>'Proceed to Confirmation'</b></p>	<div style="background-color: #333; color: white; padding: 5px;"> <span>🗉 Card Details</span> </div> <p>* Cardholder Name <input type="text"/></p> <p>* Credit Card Number <input type="text"/> </p> <p>* Expiry Date <input type="text" value="01"/> / <input type="text" value="20"/></p> <p>* Card Verification Number (CVN) <input type="text"/> <a href="#">What is the CVN?</a></p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <input type="button" value="Cancel Payment"/> <input type="button" value="Proceed to Confirmation"/> </div>																				
<p>10. Thank you for your payment. <b>Record the receipt number</b> and keep this as evidence of payment.</p>	<p>Receipt number:</p> <p>_____</p>																				

Any questions regarding payment can be directed to Denise Deaves at [auroracoll-h.school@det.nsw.edu.au](mailto:auroracoll-h.school@det.nsw.edu.au).