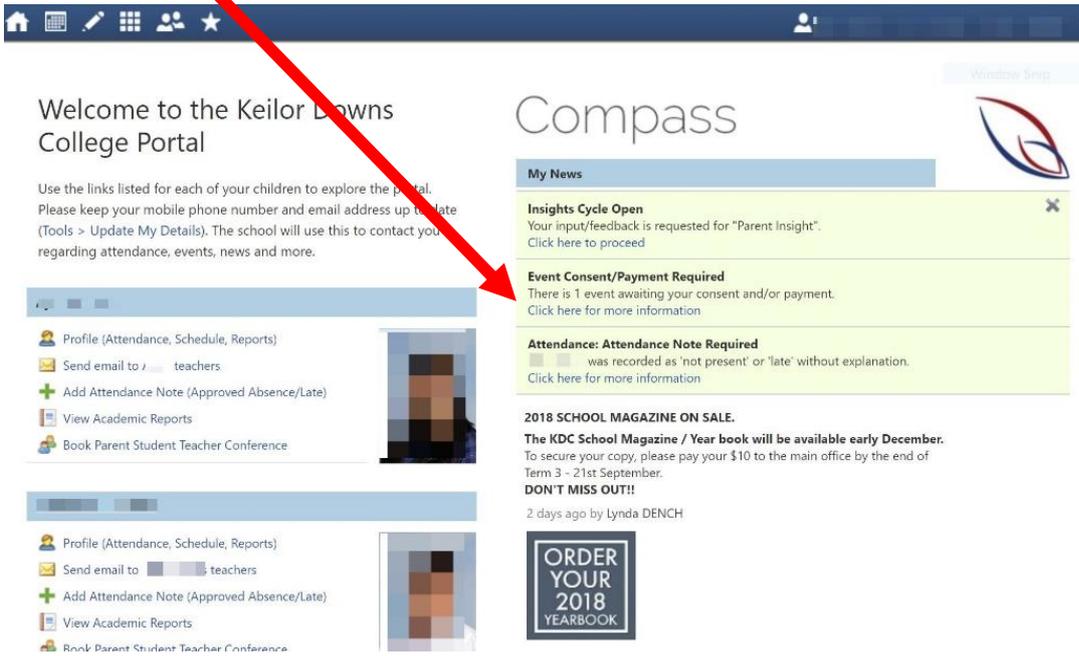


## A guide on how to consent and pay for excursions and incursions.

### Step One

Go to Compass <https://kdc-vic.compass.education/default.aspx> and login.

If your child is attending an event that requires payment or consent it will appear on your homepage. Click on the link.



Welcome to the Keilor Downs College Portal

Use the links listed for each of your children to explore the portal. Please keep your mobile phone number and email address up to date (Tools > Update My Details). The school will use this to contact you regarding attendance, events, news and more.

**My News**

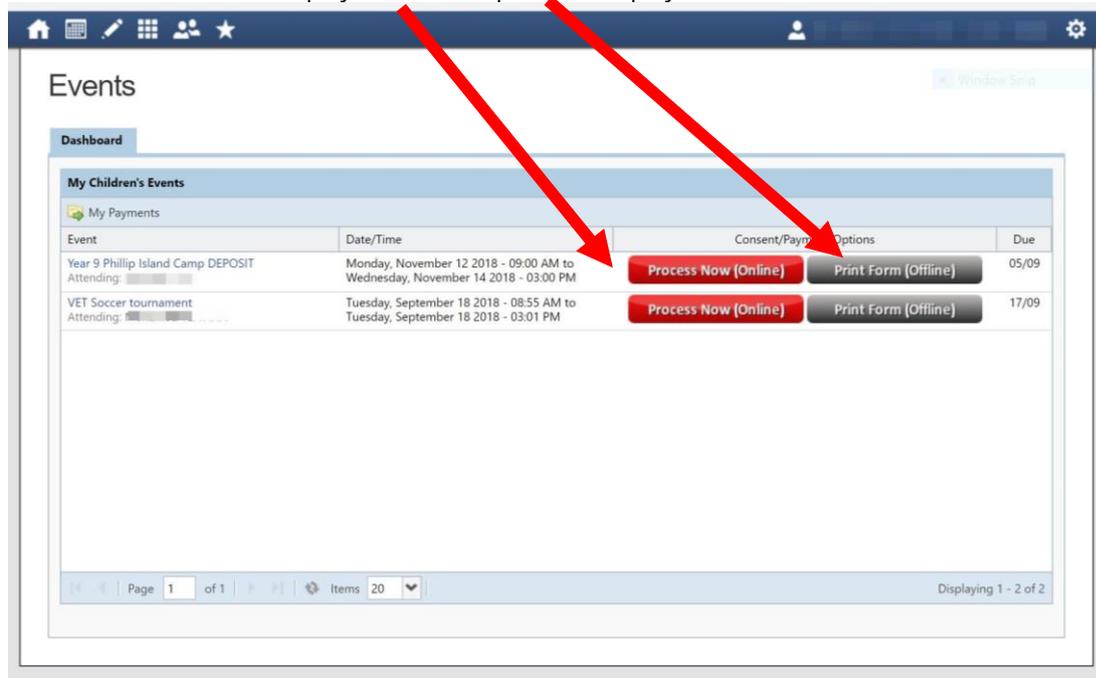
- Insights Cycle Open**  
Your input/feedback is requested for "Parent Insight".  
Click here to proceed
- Event Consent/Payment Required**  
There is 1 event awaiting your consent and/or payment.  
Click here for more information
- Attendance: Attendance Note Required**  
[Name] was recorded as 'not present' or 'late' without explanation.  
Click here for more information

**2018 SCHOOL MAGAZINE ON SALE.**  
The KDC School Magazine / Year book will be available early December. To secure your copy, please pay your \$10 to the main office by the end of Term 3 - 21st September.  
**DON'T MISS OUT!!**  
2 days ago by Lynda DENCH

**ORDER YOUR 2018 YEARBOOK**

### Step Two

You can consent and pay online or print and pay at the General Office.



**Events**

**Dashboard**

**My Children's Events**

My Payments

Event	Date/Time	Consent/Paym	Options	Due
Year 9 Phillip Island Camp DEPOSIT Attending: [Name]	Monday, November 12 2018 - 09:00 AM to Wednesday, November 14 2018 - 03:00 PM	<b>Process Now (Online)</b>	<b>Print Form (Offline)</b>	05/09
VET Soccer tournament Attending: [Name]	Tuesday, September 18 2018 - 08:55 AM to Tuesday, September 18 2018 - 03:01 PM	<b>Process Now (Online)</b>	<b>Print Form (Offline)</b>	17/09

Page 1 of 1 | Items 20 | Displaying 1 - 2 of 2

### Step Three

#### Option 1 – Consenting and paying online

Check details of event and add card details. Click "Submit Details" to pay.

Year 9 Phillip Island Camp DEPOSIT: Payment [ Back to Events ]

Payment has not been received.  
Parent or guardian action is required.

**Event Details**

Phillip Island  
Description/Educative Purpose: C418 to Phillip Island  
Date/Time: Monday, November 12, 09:00AM - Wednesday, November 14, 03:00PM  
Venue/Location:  
Additional Details: The Year 9 camp is being planned for Phillip Island in November this year. Students wishing to attend are required to pay a deposit of \$100 by 5th September. The full cost of the camp will be \$320. Payment may be made directly to the school office, or via Compass or Qkr.  
Dress Code: Neat Casual  
Transport: Bus  
Staff member in charge: Robyn BEVILLY  
Event Cost: \$100.00 (due by 5/09/2018)  
Amount Paid: \$0.00

**Payment**

Name on card  
Card Type: VISA  
Card Number  
Expiry (Month/Year): (Month) / (Year)  
CWV/CVC: Where do I find my CWV/CVC?

We use CompassPay.com as our payment processing gateway. In clicking the relevant "Pay" or "Submit" button below, you agree for your credit card to be charged by CompassPay.com on behalf of your school. You understand that the amount charged will be the "Total Due" or amount indicated above and this will appear on your credit card statement as CompassPay.com. This payment and use of this website is in alignment with the Compass School Manager terms and conditions of use available at <https://sites.google.com/aj/pdf.com.au/policies>

**By proceeding, you agree that**

you are the card holder for the credit card above; and  
you agree for the credit card entered above to be charged the amount event cost specified; and  
the credit card above is valid, and able to honour payments; and  
you understand that this transaction will be processed and appear on your credit card statement as **CompassPay.com**; and  
you accept your school's relevant refund policies; and  
you accept the Compass School Manager website policies available here.

Submit Details Cancel

#### Option 2 – Consenting and paying at the General Office.

Click on the "Print form (Offline)" button to generate a form.

Click "Yes" to download form and open.

Events

My Children's Events

Event	Date/Time	Consent/Payment Options	Due
Year 9 Phillip Island Camp DEPOSIT	Monday, November 12, 2018 - 09:00 AM to Wednesday, November 14, 2018 - 03:00 PM	Process Now (Online) Print Form (Offline)	05/09
VET Soccer Tournament	Tuesday, September 18, 2018 - 08:55 AM to Wednesday, September 19, 2018 - 03:00 PM	Process Now (Online) Print Form (Offline)	17/09

Generate consent/payment form?

This will generate a printable consent/payment form for manual consent/payment. Do you wish to proceed?

Yes No

Events

My Children's Events

Event	Date/Time	Consent/Payment Options	Due
Year 9 Phillip Island Camp DEPOSIT	Monday, November 12, 2018 - 09:00 AM to Wednesday, November 14, 2018 - 03:00 PM	Process Now (Online) Print Form (Offline)	05/09
VET Soccer Tournament	Tuesday, September 18, 2018 - 08:55 AM to Wednesday, September 19, 2018 - 03:00 PM	Process Now (Online) Print Form (Offline)	17/09

ConsentForm\_23076.pdf

You will need to print off the attached form, sign and return to the General Office with payment (if required).

ConsentForm\_23076.pdf

08627667/Downloads/ConsentForm\_23076.pdf

Suggested Sites: KDC Intranet, Concord Login, Edmodo, Oracle PeopleSoft E, PDF to Word Online, Stopwatch

Dear Parent/Guardian

An event, Year 9 Phillip Island Camp DEPOSIT, has been planned for Monday, 12 November 2018 to Wednesday, 14 November 2018. Camp to Phillip Island

Venue: Phillip Island  
Date/Time: Monday, 12 November 2018 (9:00 AM) to Wednesday, 14 November 2018 (3:00 PM)  
Dress Code: Neat Casual  
Transport: Bus

Staff member in charge: F

Cost: \$100.00, due by Wednesday, 5 September 2018

Payment can be provided online through your school's parent portal (<https://kdc-vic.compass.education>), or alternatively by returning the tear-off below to 5/09/2018.

The Year 9 camp is being planned for Phillip Island in November this year. Students wishing to attend are required to pay a deposit of \$100 by 5th September. The full cost of the camp will be \$320. Payment may be made directly to the school office, or via Compass or Qkr.

Please retain top section for your records.

Keilor Downs College  
Year 9 Phillip Island Camp DEPOSIT (12/11/2018 to 14/11/2018)

Payment Form for for, [Barcode]

41.7632

I give permission for, [ ] attend this event. Where the staff member in charge is unable to contact me, or where it is impracticable to contact me, I authorise the staff member in charge to 1) consent to any medical or surgical attention deemed necessary by a