

## Information Sheet: Payment Facility at Coulsdon College

Dear Student

### **On-line payment facility**

At Coulsdon College we offer an online payment facility called Coulsdon Pay which can be accessed via the College's website.

For those students coming directly from secondary school, it is the same process as Parent Pay, so you may be familiar with the service.

This facility allows you or your parent(s)/guardian(s)/carer(s) to pay for the following online:

- Book deposits
- Lunch top-ups
- Educational visits

### **Contactless Debit/Credit Card Machine located at Student Services**

If you are unable to access the online facility or want to make a payment while on site, all the above items can be purchased via debit/credit card at the Student Services Reception desk.

### **New Students**

Once you have been enrolled at the College and have been assigned a unique student reference number, we will be able to create a user name and password for you to access Coulsdon Pay

We endeavour to begin this process of creating usernames and passwords from the 3<sup>rd</sup> September and through the first term as and when required.

If you have any queries or experience any problems with access to the portal, or a payment you have or want to make, please contact us via email at [payments@coulsdon.ac.uk](mailto:payments@coulsdon.ac.uk)

### **Existing Students**

The username and password that you were allocated previously for Coulsdon Pay is still valid and the access to the payment portal remains unchanged.

If you have any queries or experience any problems with access to the portal, or a payment you have or want to make, please contact us via email at [payments@coulsdon.ac.uk](mailto:payments@coulsdon.ac.uk)

Coulsdon Pay can be accessed in the following ways:

Coulsdon College website (Coulsdon.ac.uk), the link is on the Information for current students page, entering Coulsdon Pay or <https://pay.coulsdon.ac.uk> directly into the internet search engine.