

Dear parent,

In order to support your son/daughter's study in Film, we are providing additional resource materials in the form of printed packs including key reading (for Pro-study and homework), factsheets for our set texts, knowledge organisers, and worksheets for use in class. The packs will also include help with exam technique including model answers. A new pack of material will be provided for each unit we study.

The total cost for these packs is £10:00, which we think provides excellent value for money. For this payment each student will receive 7x unit packs plus 1x revision pack. Each pack will contain at least 100 pages. This will be the only payment we require for learning resources, and this will cover the cost of printing across the full two years of study.

To make payment, please follow attached instructions. Payment can be made via BACS or in person at the finance office who will be able to accept cash or card payments during office hours. Once payment has been added to your account, you will be able to purchase the Film Studies Resource Pack from MyProgress shop under 'wares'.

If you have any questions, please get in touch.

Kind regards,

Stuart Andrews
Head of Film Studies

How to transfer money using BACS

Collyer's welcomes payments using on-line bank transfers (BACS) for a trip, book or resources.

To make a payment to a student account please make payment by BACS to the following Collyer's Account

Account Name: **Collyer's**
Sort code: **20-42-66**
Account Number: **10721816**
Reference number: **SY.....**

Please make sure that you use the correct bank account details as shown on these instructions.

You must include the Student SY number in the reference field. Please do not leave any spaces between the SY & the 6 digits. The student's SY number is unique and allows us to allocate the payment to the correct person. It can be found on the student ID card or on the college tab of MyProgress.

Only pay exact funds for Trips or Resources that students need to purchase - please do not overpay / round up amounts.

Please allow 24 hours for BACS payments to appear on MyProgress accounts. Payments made on Fridays will be updated to MyProgress the following Monday.

Once the payment has been added to the student account, only the student is able to make the purchase. Parents are not able to make a purchase on behalf of the student via the shop.

It is really important for the student to make their purchase as soon after the money has been transferred as possible. Please ask them to not leave the funds unreconciled in their account.

They will not be confirmed on a trip or be able to collect the resources until this step has been taken. Resources and/or books should be collected from their subject tutor once payment has been completed.

Once payment has been processed the balance can be seen by the parent on MyStudent via the Shop/Payment Records or by the student on MyProgress via the Shop/Payment Records.

Any queries can be emailed to the Finance office: finance@collyers.ac.uk

The Finance Cashier's Office is open Monday to Friday from 10.45am to 1.45pm for any personal payments and MyProgress queries.

Updated by Nicky Clubb 17/09/2018

How to make a purchase through MyProgress

Open MyProgress > Shop

Check your current balance first.
If it is £0.00 you cannot make any purchases until monies have been added.

Buying a book:

Select the Books tab and then the Details button next to the book you require.

TextBook Details	
ItemID	272
Title:	AS Geography textbook - Year 1
Seller:	KLW
Max Stock:	112
Sale starts:	22 September 2016
Sale ends:	20 June 2017
Price:	£18.75

There are 14 books left

Thank you for your payment

To collect your item please contact KLW

Paying for a trip:

Select the Trips tab and then the Details button next to the trip you are going on.

Trip TEST
 Mail [MyProgress Support](#) if there is any problem with MyProgress
Your current balance is £31.25

Sumame	First Name	Sex	DoB
test 1	test 2	test 3	test 4

Withdrawn
 Total Received* £0.00

Payments received
 You have not paid anything yet

Outstanding balance for this trip £100

Add amount you want to pay and select the "Confirm amount" to process payment

£

Add the amount and then select the Confirm amount button.

£30

Click on "Make Payment" button

Message from webpage

Confirm payment £30 for Trip TEST?

Payments received

3127	17/05/2017	£30.00	MyProgress
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Outstanding balance for this trip £70

Add amount you want to pay and select the "Confirm amount" to process payment

£

Then check the Payment records screen to see all the transactions that have taken place.

ADDITIONAL TIPS FOR STUDENTS USING MYPROGRESS FOR PAYMENTS

- Please allow 24 hours for BACS payments to appear on your MyProgress account. Payments made on Fridays will be updated on the following Monday.
- Remember to purchase the trip or resource required once the funds are in your account. You will not be confirmed on a trip or be able to collect the resources until this step has been taken.
- Resources and/or books should be collected from your subject tutor once payment has been completed.
- It is really important for you to make your purchase as soon after the money has been transferred as possible. Please do not leave the funds unreconciled in your account, or transfer more funds than you need.
- Please check your account regularly and if you have a balance you are not using, contact Finance to arrange for a refund.

Once the payment has been added to the student account, only the student is able to make the purchase. Parents are not able to make a purchase on behalf of the student via the shop.

Any queries can be emailed to the Finance Office: finance@collyers.ac.uk

The Finance Cashier's Office is open Monday to Friday from 10.45am to 1.45pm for any personal payments and MyProgress queries.

Updated by Nicky Clubb 31/01/2019