

## **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](mailto: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