



REQUEST FOR INFORMATION

Personal Details	
Name:	DOB:
Address:	
Phone:	Email:
Year left CSHS:	
Services Requested	
<input type="checkbox"/> Report card	Year level:
<input type="checkbox"/> Confirmation of enrolment at CSHS	
<input type="checkbox"/> White Card replacement (CSHS can verify SOA in school records) The following will need to be provided: <ul style="list-style-type: none"> - a statement of attainment for CPCCWHS1001 <i>Prepare to work safely in the construction industry</i>, or the previous course CPCCOHS1001A <i>Work safely in the construction industry</i> - a declaration stating how the card was lost, stolen or destroyed (this declaration must be written via a letter or email). 	
<input type="checkbox"/> VET Certificate/ Statement of Attainment	
<input type="checkbox"/> Other – please specify	
Other Information	

* For **Senior certificate** please contact QCAA <https://www.qcaa.qld.edu.au/senior/certificates-and-qualifications/reissue-certificates>

Minimum service charge \$35. Additional charges may apply depending on time taken to process request.

Minimum payment to be made before service will be completed. Payment can be made in person or via internet banking. Any additional charges if applicable are to be paid before documents can be released.

Please attach a copy of photo identification for verification purposes.

I confirm the above details are true and correct and verify I am authorised to make this request.

Signature: _____



CALOUNDRA STATE HIGH SCHOOL

PAYMENT OPTIONS

BPoint Payments:

- Please note only VISA or MasterCard are accepted by BPoint
- Click the link found at the bottom of your invoice or the following link can be entered into your browser <https://www.BPOINT.com.au/payments/dete>
- Please check prepopulated information is correct
- Type in the amount to pay.
- Please note only one payment per invoice (do not combine invoice amounts)
- Choose relevant card icon
- Enter card details.

BPoint IVR Telephone Payments:

- Phone 1300 631 073 with your credit card, CRN (Customer reference number) and invoice numbers.
- Follow the prompts (Please ensure to enter invoice details correctly)
- VISA or MasterCard accepted.

PAYING BY INTERNET BANKING: Direct Payment to School Bank Account

School's Bank Account: Caloundra State High School General Account

BSB Number: **064-406**

Account Number: **00090243**

Reference Details: Please record your **Student EQ ID** in the reference/details section so that your payment can be recorded correctly. The EQ ID can be found on your invoice, students ID card or phone 5436-8444 to obtain this code if required.

- Please allow up to 3 business days for payments to be physically received and processed to student accounts.
- Email accounts@caloundrashes.eq.edu.au to indicate what the payment is for.

QPARENTS:

- Login/register
- On the payments screen you can view outstanding payments as well as payment history.
- Click the checkbox on the payment screen for any invoices to make a payment. Please note you can pay multiple invoices in one transaction.
- Part payments can also be made by altering the amount.
- Select pay with card using VISA or MasterCard
- Enter details and select pay.

CENTREPAY:

- Register online via 'MyGov' website or Centrepay website or via Centrelink Express Plus app.
<https://www.humanservices.gov.au/customer/services/centrelink/centrepay>
<https://www.humanservices.gov.au/centrepay>
- Caloundra State High School CRN is 555 059 802V
- Please use your child's EQ ID code as your account number and School fees as your reason for payment.

PAYING IN PERSON: Payment by Credit Card, Debit Card or Cash

Payment can be made at the Finance Desk located in the School Office at 88 Queen Street, **Monday - Friday - between 8.00am – 12.30pm.**

Credit Cards and Debit Cards (EFTPOS), Cash are accepted.