



Throughout the latter part of 2012 we reviewed a number of cashless on-line ordering systems for use by students at the College, primarily in the Café. We have recognised many benefits these systems provide, and have chosen the *My Student Account* as the most suitable for Methodist Ladies' College.

We implemented the new *My Student Account* system at the start of Term 1 this year and have been testing it to ensure it is working effectively. It is now ready for everyone to use and will be fully functional when students return after Easter on **Tuesday 2 April**. We will continue to accept cash for lunch orders and café purchases while we go through the early stages of the new system.

How will the new *My Student Account* system work for Junior Years' students?

- Parents are required to set up an on-line *My Student Account*.
- Funds will then need to be deposited into your *My Student Account*. This is a very safe and secure process. All funds deposited are banked with the College and can only be spent on MLC services you approve.
- Debit balances can then be used by **Junior Years' students** ordering lunches. (The ordering system is not available for Middle and Senior Years students). The order process can be done in advance using your on-line *My Student Account*. The menu and prices can be viewed on-line when placing the order. **Please note: Online orders will need to be submitted before 11pm on the day before the order is required.**

What are the benefits of this new system?

- Students will not be required to carry cash for ordering lunches from the Café.
- All Café purchases can be tracked and viewed on-line via your *My Student Account*.
- If you already have an account set up for a sibling at another school, your MLC daughter(s) can be added to this account.

How to set up your account

- Parents will need to access the *My Student Account* website and set up an account. The web site can be accessed via the *My Student Account* logo on the MLC web site, or via the following link:
<https://secure.mystudentaccount.com.au>
- Please refer to the 'How to Set up Your New *My Student Account*' link in the Cafe section of the Parents' Handbook tab in Wyvern.
- Once an account has been set up, funds will need to be transferred to the account. This will create a debit balance, which will be used for on-line purchases.

My Student Account Online Banking Service Fees:

Deposit Fee

When making an electronic deposit to your account, a small (per deposit) fee is applied to cover the online payment gateway, bank, credit card fees and *My Student Account* support services. Please refer to the fee details which are clearly displayed when making an online deposit on the payment web pages once you have activated your account.

Purchases

All purchases made at the College from deposited funds are fast, secure and convenient. Apart from the deposit fee, there are no account management fees or online order fees, making this service a very cost effective method to budget and control your student account.

Further Information

Once the account has been set up, you can deposit funds in the following ways:

- **Online** at the My Student Account website
- **Via telephone** - Call 1300 884 668 for the Voice Activated Recharge Service. You will require your 13 digit Reference Number obtained from the Web Portal after setup.
- **Internet Banking** Via BPay through your own Internet Banking Service.

We are very excited about this new system and ask for your assistance, cooperation and patience during these initial stages. Once the system has been successfully implemented into the Café, we may then expand it into other areas of the college where it can provide further benefits.

We trust you enjoy the benefit this service provides and ask that you please activate your account as soon as possible.

If you have any queries or questions regarding the introduction or use of this service, please do not hesitate to contact Peter O'Sullivan, the Director of Corporate Services on 9384 4000 or via email posullivan@mlc.wa.edu.au.