



YEARS' STUDENTS

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. We are now ready to roll it out for use in the College café when students return after Easter, i.e. **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?

- 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.
- All students can access their *My Student Account* debit balance to purchase items from the Café by using their SmartRider card. When the SmartRider card is presented at the register, a photo of the student appears as a method of verifying the card holder.

What are the benefits of this new system?

- Students will not be required to carry cash for purchasing items from the Café.
- All purchases from the Café can be tracked and viewed on-line via your *My Student Account*.
- Daily spend limits can be put in place by parents.
- A low balance warning can be activated to assist in keeping parents informed of your account status.
- If the card is lost or stolen, the account can be frozen and the card blocked from being used.
- If you already have an account set up for a sibling at another school, your MLC daughter(s) can be added to this account.

What needs to be done before Tuesday 2 April?

After testing this new system, we are very confident everything is in place to commence using *My Student Account*. However, students and parents will need to take the following steps to be ready by Tuesday 2 April:

- Students will need to ensure they have a SmartRider card that has been issued by the College.
- Parents will need to access the *My Student Account* website and set up an account. The web site can be accessed via 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*' in the Cafe section of the Parents' Handbook tab of 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 purchases using the SmartRider card.

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. The fee has been kept to a minimum and is a modest amount to cover the convenience and security afforded by the service to all students and parents. 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, card use fees, online order fees or any other school, bank or credit card fees charged, making this service a very cost effective method to budget and control your student account.

Further Information

Once the account has been set up, there are a number of methods supported to enable depositing of funds:

- **Depositing Online**
- **Depositing Via telephone** - (Via the 1300 884 668 Voice Activated Recharge Service). You will require a 13 digit Reference Number obtained from the Web Portal after setup.
- **Internet Banking** (Via BPay through your own Internet Banking Service) Biller Code and Reference Number found in the Web Portal after setup.

Step by step instructions have been provided in a separate '*How to Set Up Your New MSA Parent Account*'

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.