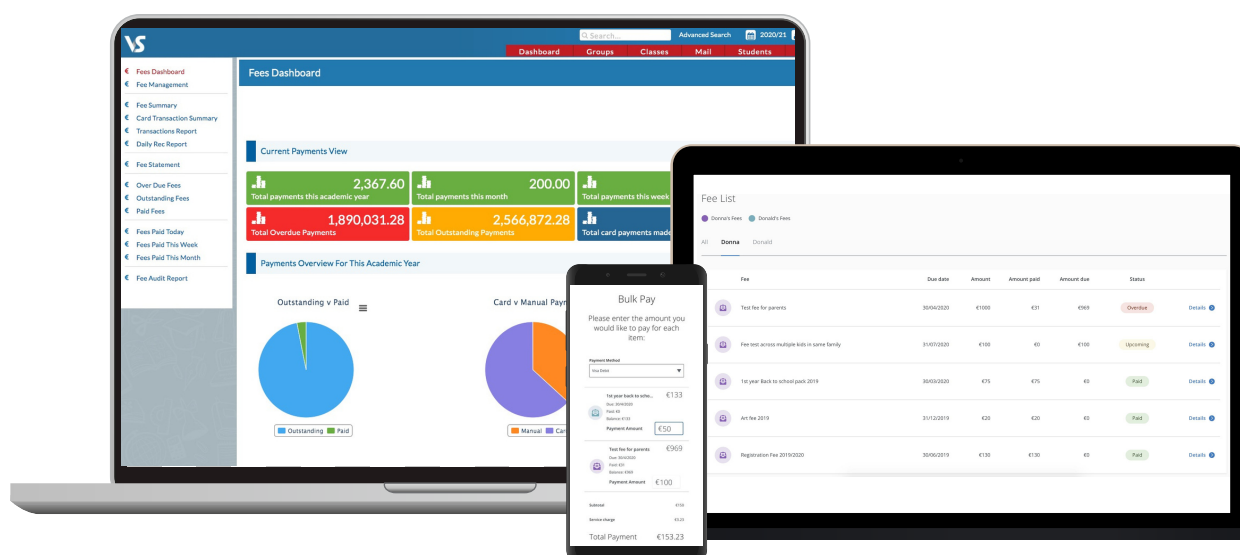# ONLINE PAYMENTS

An intuitive, all-in-one solution to managing fees.

Effortless payments

Newly integrated with our trusted payment partners Stripe, VSware online payments gives parents the flexibility they need with our no-fuss user interface and lets schools manage fees and online payments with ease. With a host of intuitive features available across web and mobile apps, our all-in-one solution is a no-brainer.
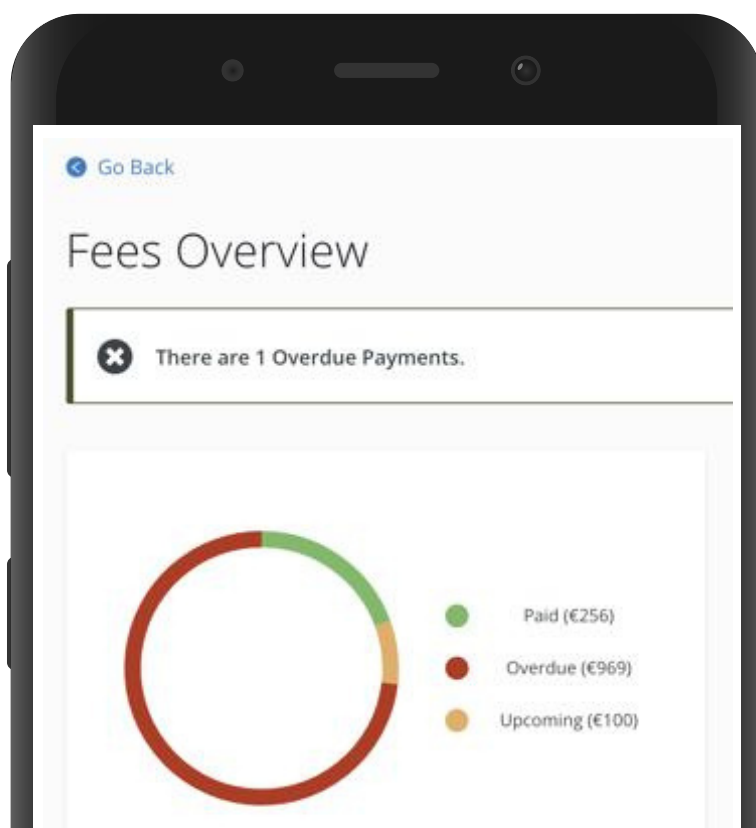

- VSware offers a streamlined payments process that means reduced administration time and effort for your school
- Advanced features for schools such as discounts, receipts, refunds, new fee notification for parents, ability to create a group from a fee report etc.
- Extensive suite of reports available for fee management including fees due, overdue fees, fees collected this week/month/year, bank reconciliation reports, school branded statements and much more
- Schools can set up, record and assign fees which parents/contacts can pay via the VSware web or mobile app, 24/7

Online Payments Benefits

- Same-day onboarding - once your Stripe account is set up and documents are submitted, you can start accepting online payments straight away
- Parents can pay for multiple fees in one transaction, or in instalments using Visa Debit or Credit cards
- All card types accepted
- Increased security with less cash being carried by students/on the school premises
- Straightforward charges for schools - There will no longer be an annual fee for the use of Online Payments, it is purely a service/transaction charge of 2.2% from the date you sign up (the new minimum service charge is €0.15 ex VAT, down from €0.50)

New Features

- Partial refunds - You are now able to apply a partial refund for a card transaction
- Fees for multiple students - It is possible for a parent to pay fees for multiple students in a single transaction
- New Stripe Dashboard - Increased visibility of all transactions and balance transfers via the new Stripe dashboard. No external logins required.

Enabling Online Payments

Enabling Online Payments is a straightforward process that is done entirely through your VSware dashboard. Once your Stripe account is set up and verified, you can start using online payments on that same day.

Some important points

Because the Stripe Dashboard contains details of payments made online through VSware by parents, only those with principal or secretary user roles within VSware can view this information. It is advised that when filling out the application, the principal completes the onboarding and signs off as the 'business representative'.

Some information & documentation will need to be submitted when setting up such as the primary account holder, board of management members etc. KYC documentation will also need to be uploaded (Proof of Address, Proof of ID for the school principal). More on this below.

Enabling Online Payments through Stripe, a step-by-step guide

- Log into your VSware account and click Fee Management > Fees Dashboard, then click the 'Setup Online Payments' button on the top right corner of the page.

- Enter your phone number and email address when prompted. Your phone number is required so that you may receive a security code to continue on-boarding.
- When the security message arrives to your mobile device, enter the code into the verification field.

Enabling Online Payments

- Continue on-boarding by completing the Business details form i.e. School details.

- Next, enter your relevant details or that of the school representative. Verification document(s) will be required in the final step.

- Enter the details of the bank account that will be used to accept payments i.e. school bank account.

- On the final page of on-boarding to Stripe is a review of the details provided by you. Here you are required to verify the identity of the Business representative previously stated. Once verification has been confirmed, Stripe will be activated for your school. *Verification must be completed to successfully use Stripe.*

Getting started

Once your Stripe account is set up, creating your first fee is straightforward. You simply enter in the details and amount of the fee, and then choose which students it needs to be applied to. Visit our help centre **here** to read our extensive online payments guides and articles which will guide you through each step of this process, as well as how to manage fees using our reporting tools.

The only other factor you will need to consider is whether parents/contacts are set up with VSware accounts. They will need accounts and login details so that they are able to pay fees via the web and mobile apps.

Here is our guide that brings you through getting parents set up with VSware accounts.

Stripe Dashboard

The Stripe Dashboard is a useful additional feature for schools. It contains details of payments made online through VSware by parents. Those with principal or secretary user roles within VSware can view this information. Within the dashboard you will see a Payouts and Account tab. You can review payments made along with up to date details for your school Account.

- Click Fee Management > Fees Dashboard
- Click the Stripe Dashboard button at the top right corner of the page, it will open in a new tab

- Note; the Stripe Dashboard button will only be available if on-boarding is successfully completed.

Payouts   Account

Payouts

CURRENT BALANCE

€130.00
EUR

RECENT PAYOUTS

Online Payments Charges

Annual Licence Fee	No longer applies
Once-off set up fee	€0 (normally €150)
Service charge (for all Credit and Debit Cards)	2.2% ex. VAT*
Minimum Service Charge	€0.15 ex. VAT / €0.18 inc. VAT on all card types

Sample Service Charge			
Amount	Card type	Service Charge (ex. VAT)	Service Charge (inc. VAT)
€10	All card types	€0.15	€0.1845

Stripe / VSware Online Payments

- No annual licence fee
- No set up fee
- Service charge is the only charge at 2.2% inc. VAT*. This includes all Merchant Bank service charges and VSware service charges.
- Minimum service charge of €0.15 ex. VAT /€0.18 inc. VAT on all card types, down from the old minimum service charge of €0.50 ex VAT /€0.62 inc VAT
- The service charge is forwarded to parents by default, however it can be absorbed by the school instead. Please contact support if you wish to change this.

*Service charge may vary in exceptional cases where parents use a non-standard commercial/foreign issued Visa/Mastercard card.