

MARIST COLLEGE EMERALD

Parent Lounge



Parent Lounge for College Fee and Excursion/Event payments

<https://620mce.rok.catholic.edu.au/parentlounge/login.cfm>

Log into Parent Lounge using your 6 digit Parent Code as your Username and Password
(Your Username and Password can be located on your Parent Statement or call the College on 4994 9100)

To pay your College Fees, simply log onto Parent Lounge by clicking the above link. Select *School Fees Account* from the *Accounts & Payments* dropdown menu. Click on *Make a Payment*, here you can nominate the amount you wish to pay. Click on *Proceed to Payment* and follow the prompts.

College Fees are billed annually.

If you wish to change your nominated fee instalment, please visit our website:

www.maristcollegeemerald.com.au to download the Fee Instalment Nomination Form.

Once completed, please email your completed form to office@mcerok.catholic.edu.au

To pay for an excursion/event, log onto Parent Lounge. Select *Tours & Excursions* from the *Accounts & Payments* dropdown menu. Accept T&C's, ensure to check and update your student medical details and verify. Finally, accept or decline the invitation. Once the excursion/event has been accepted, the payment screen will appear, please follow the prompts to make your payment.

By accessing your Parent Lounge, you can also...

- Update student medical information
- Update address information
- Book Parent Teacher Interviews
- View the College Calendar
- View your child's attendance
- Access and download your child's Academic Reports

For further information regarding Tuition Fees, Excursions and Parent Lounge access, please contact the Business/Finance Manager on 4994 9130.



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EMERALD**

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