Student Name:
Student ID Number:

Please keep this information in a safe place for future reference:

Hunter Valley Grammar School uses a Cashless System to minimise the amount of cash handling by students at the School.

Junior School

Canteen Orders for Junior School are placed online only. Please note that Kindergarten to Year 6 students are still able to use cash to purchase small items such as ice-blocks, potato crisps etc.

Senior School Students are issued a Student ID Card (no cash option)

Your child will be issued with a Student ID Card shortly upon commencement at HVGS. The ID card can be used to make purchases in the same way you would use a debit card linked to a pre-paid account ie. only the funds you provide and approve can be spent. The card can also be used at the Uniform Shop. The new system will be available to your child once you have transferred funds to your account.

The Student Account is under your management and control so that you may view and track all spending online. You can set a daily spend limit (budget), restrict specific foods or services and notify the Canteen directly of any allergies from your home or office computer.
To set up a Parent Profile and to access the online account service and commence online ordering, please follow the information below:

1. Go to HVGS website: www.hvgs.nsw.edu.au
2. Under Quick Links – choose Parents (takes you to HVGS parent portal)
3. Then click on the Canteen/MYStudent Card tab and follow the prompts

**Step 1**
Open HVGS website

**Step 2**
Choose Canteen/MYStudent Card

**Step 3**
Setup MYStudent Account

**Step 4**
Finally, to set up your account as a first time user and follow the prompts.

Please note, you will need to deposit funds into your ‘My Student Account’ as per the procedures outlined in the Parent Portal/Canteen/MYStudent Card before you can commence online ordering. You can create a family profile where all siblings can be managed together.
Help is available (refer to Step 3 above) to:

- How to set up your new MyStudent Account
- How to make an Online Order
- Frequently Asked Questions

When making an electronic deposit to your account, a small service fee is deducted by the operator of the service (My Student Account) to cover the cost of provisioning and supporting the Web services, processing payments via their secure payment gateway and covering the cost of electronic banking and merchant service fees. The fee has been kept to a minimum and is a modest amount to cover the convenience and security afforded by the service which has been made available to all students and parents.

Online credit card or B-Pay deposits up to $100 $2.20
Online credit card or B-Pay deposits over $100 2.2%

All spending (at school) using deposited funds is 100% free, fast, secure and convenient.

This service and online Payment Gateway is provided, supported and protected under Australian Banking Laws and Guidelines by My Student Account Pty Ltd and Commonwealth Bank Corporation. All funds are 100% guaranteed and banked and held by the School. My Student Account acts as an authorised Payments Aggregator to simply process the funds and support the Parent Portal and processes.

Queries relating to the Payment Gateway Process and Transactional Data and Protection can be directed at any time to:

Email: support@mystudentaccount.com.au
Web: www.mystudentaccount.com.au
Phone: 1300 369 783