

Payment Plans



Payment plans are available in Class Manager to automatically deduct your payment from a credit card on a regular basis. These can be set up as a weekly, fortnightly, or monthly deduction. The invoice must be paid in full by the end of week 5 for term programs, the end of week 9 for semester programs, or as specified for other programs.

Payment plans will only be created with a credit card on file in your Class Manager Portal account.

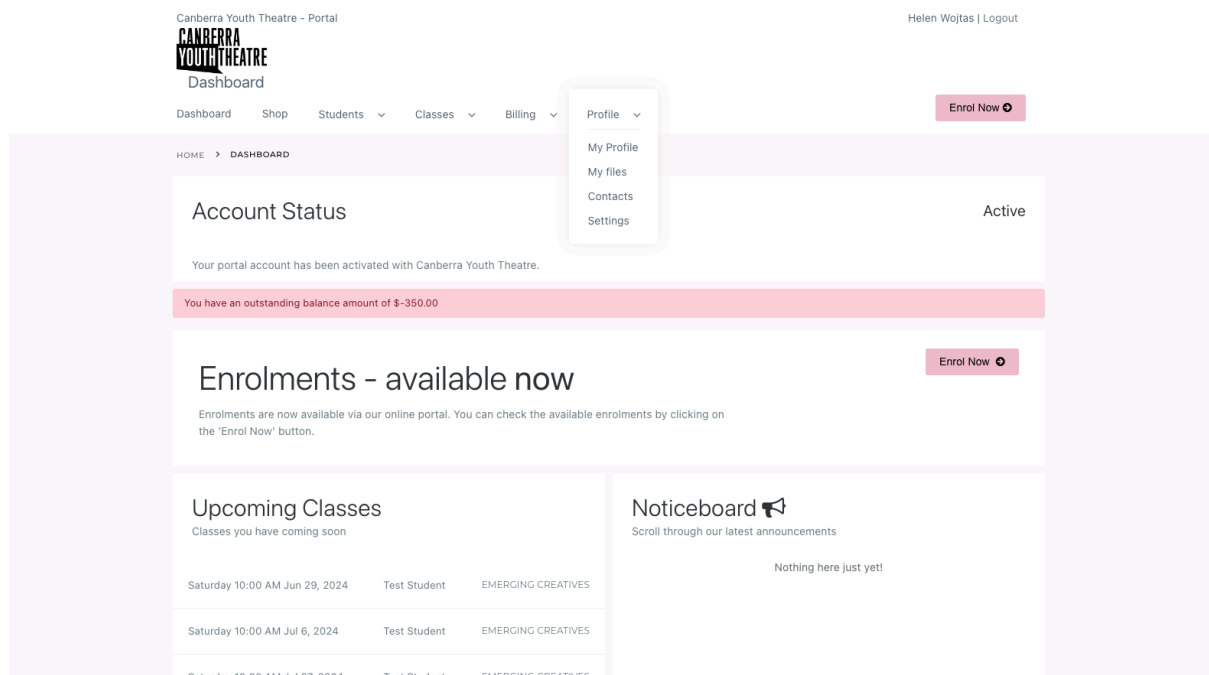
Once a payment plan has been confirmed, you will be able to see the plan in your Class Manager Portal

To add your credit card to Class Manager

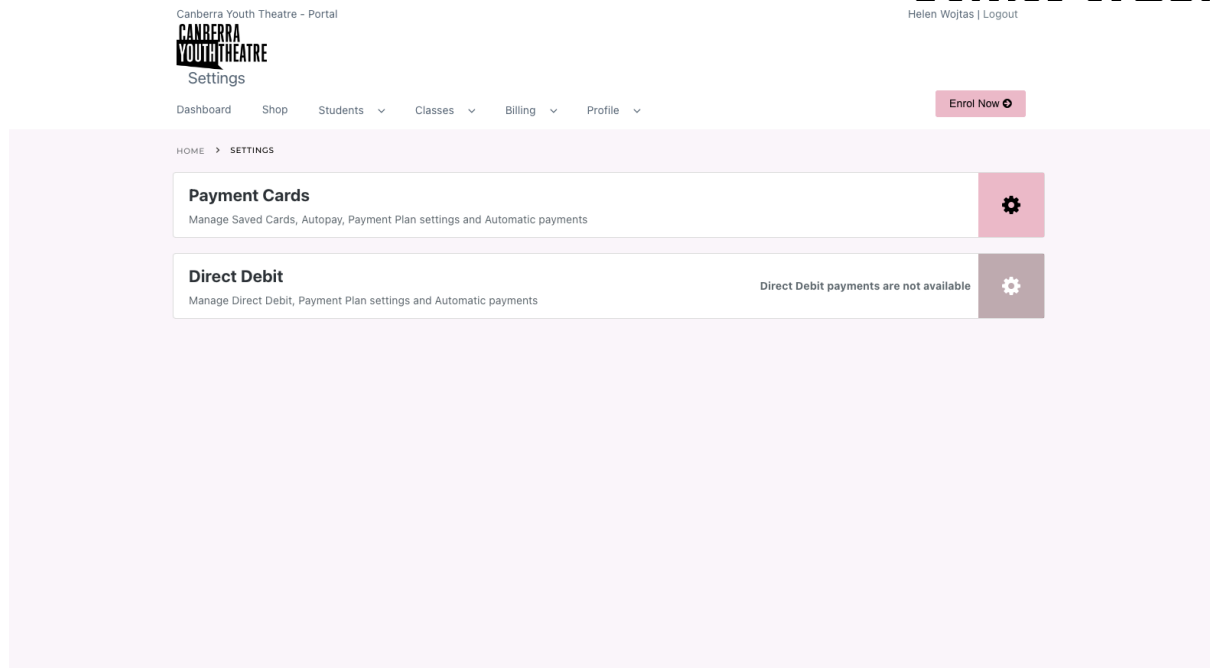
Please note: Canberra Youth Theatre staff are unable to add a credit card to your account, and can only see the last 4 digits and expiry date on your card.

Please note: Credit Cards can only be added from the web portal. It is not possible to add credit card details from the app.

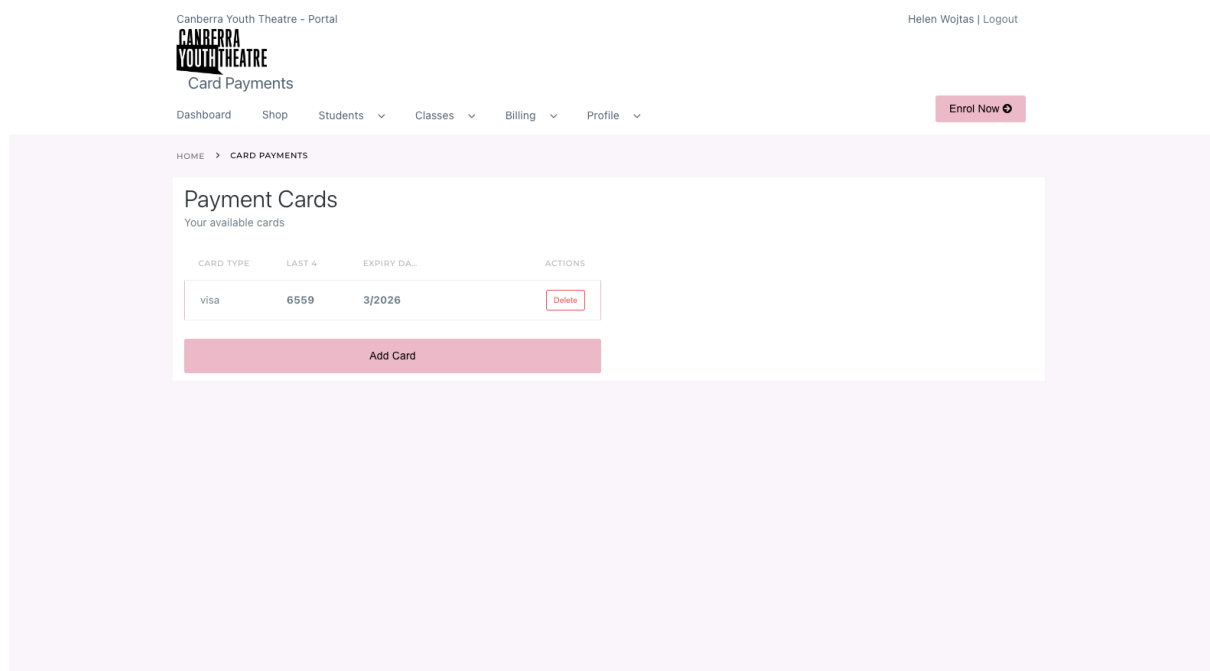
- 1) To add a card click the dropdown Profile, then settings



- 2) Click on the cog icon, then add your card.



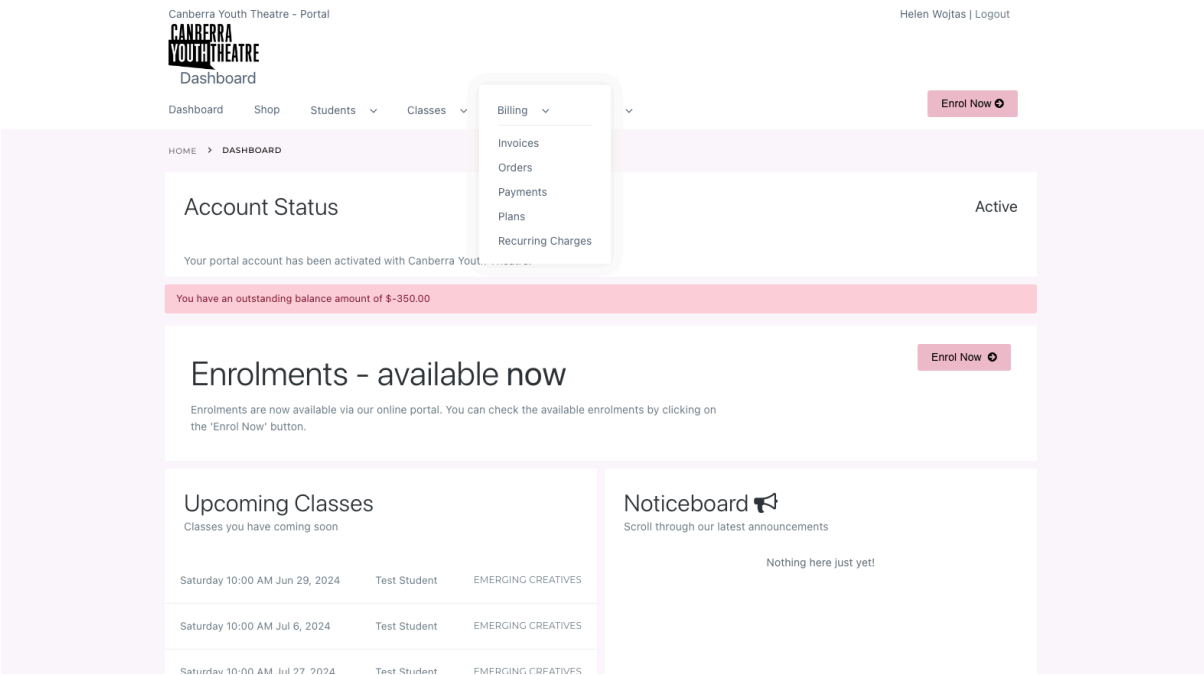
- 3) When your card is successfully uploaded, it will show as follows:



- 4) This card will be used for your payment plan. Please inform us by emailing info@canberrayouththeatre.com.au once a card has been added (along with the frequency of payments you would like to make) and we will set up your payment plan.

To view your payment plan

1) From the dashboard, click the dropdown from Billing, then on Plans



2) You will see the payment plan details.

