

Accessing **Contributions and Charges** Invoice on **SEQTA**

1. Please go to **Parent SEQTA**
2. Go to REPORTS (Academic Reports)
3. Scroll Down halfway or all the way down to the bottom and you will find Contributions and Charges.
4. If Subject Changes have taken place, please wait until a new Invoice is posted or emailed to you.

Paying Contributions and Charges on **QKR**

1. Download the **QKR app** (if you haven't already) or you can use a laptop:
<https://qkr-store.qkrschool.com/store/#/home>
2. Make sure your Location Services are on (while using the APP), otherwise it will not bring up CSHS)
3. Register/Create a profile for your child/add credit card number
4. Then go to Churchlands, Payments
5. LOOK at TOP TAB for '**Cont & Charges**' (Make sure you're on this TAB)
6. Then scroll down the page until you see the appropriate year group for your child. This will be grouped either **2024 Year 7-10 C&C** or **2024 Year 11-12 C&C**
7. Then have your Contributions and Charges Invoice from SEQTA open in this APP, so you can add the Voluntary Contributions TOTAL and Subject Charges Total (the total amounts, that are on your Invoice) ADD these 2 totals to QKR.
8. For example:
9. Voluntary Contributions TOTAL: Manually write into QKR APP \$235.00 (to correspond to Invoice)
10. Then for Subject Charges: Manually write in QKR \$365.00 (to correspond to Invoice)
11. Then Click all the Optional Costs AND Voluntary Requests
12. Then add Building Fund Donation amount if you're a family member that can afford to donate to the Schools Building Fund.