



## Base :

# Topping up your APSchool wallet

*Date of last update: 05/04/2026*



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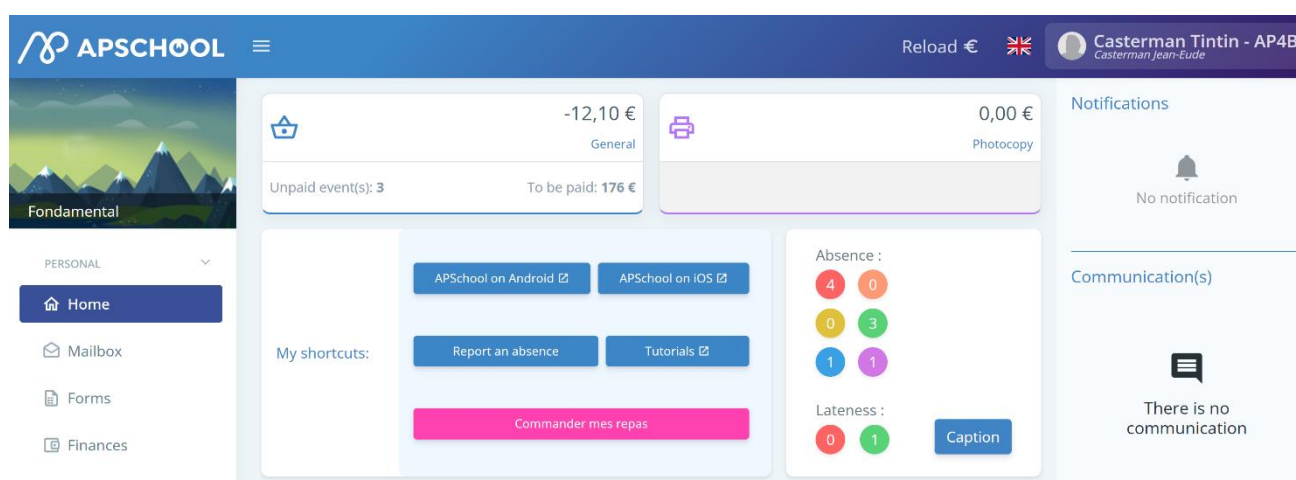
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## 1. Context

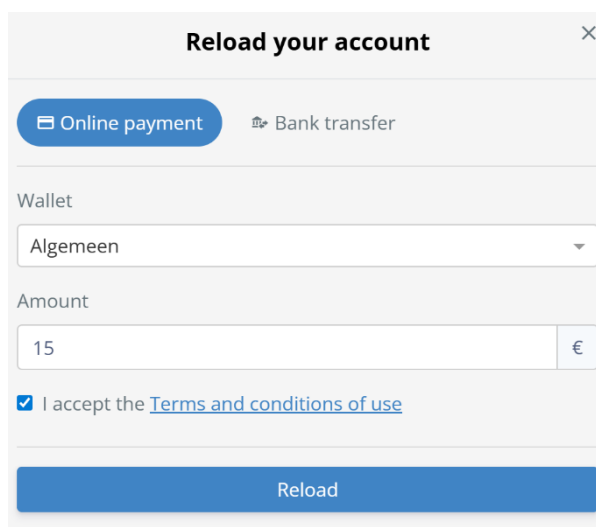
To pay for your child's meals, purchase items from the webshop, settle school fees, or pay for daycare, you must first top up your APSchool account. This tutorial guides you through the process, detailing the steps to follow to add funds to your virtual wallet, whether by online payment or bank transfer, so you have the necessary balance to access all these services.

## 2. Top up your wallet via online payment

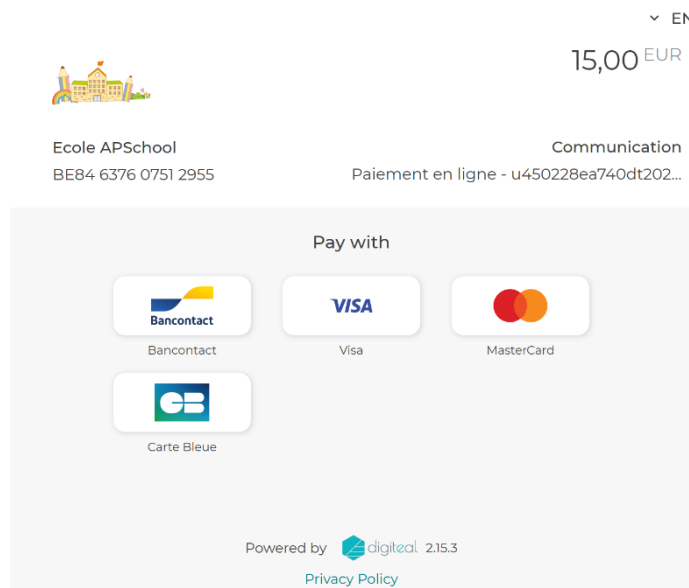
- Click the "Reload" button at the top of the page.



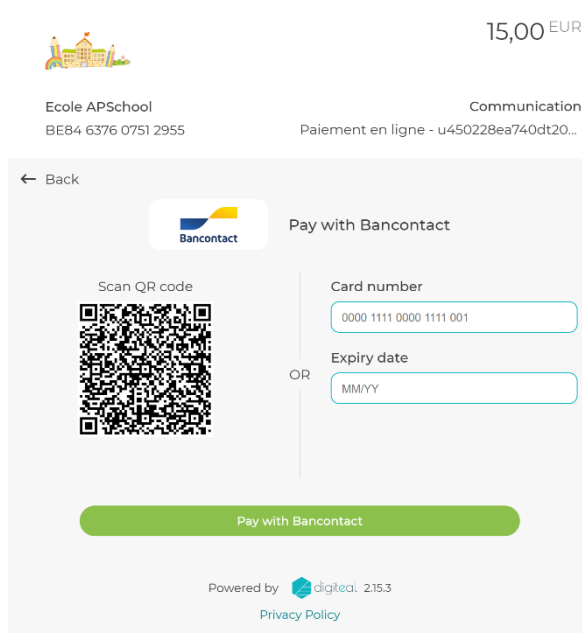
- Open the "Online Payment" tab if it is available.
- Select the wallet to top up.
- Enter the amount to be topped up in the "Amount" section, respecting the minimum amount indicated.



- Check the box "I accept the Terms and Conditions of Use" .
- Click the "Recharge" button. You will be automatically redirected to the online recharge platform.

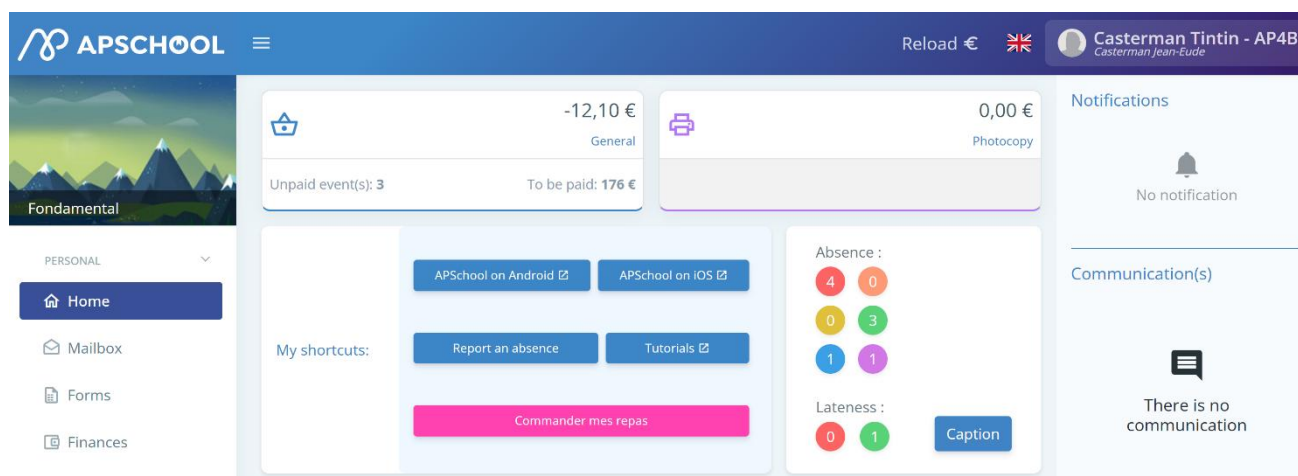


- If offered, select your preferred payment method.
- Enter the requested information for payment or scan the QR code to complete the payment. If you are on your mobile device, you will be automatically redirected to your banking app.
- To complete the transaction, click the "Pay" button at the bottom of the page. The money will be available in your APSchool account within 10 minutes.

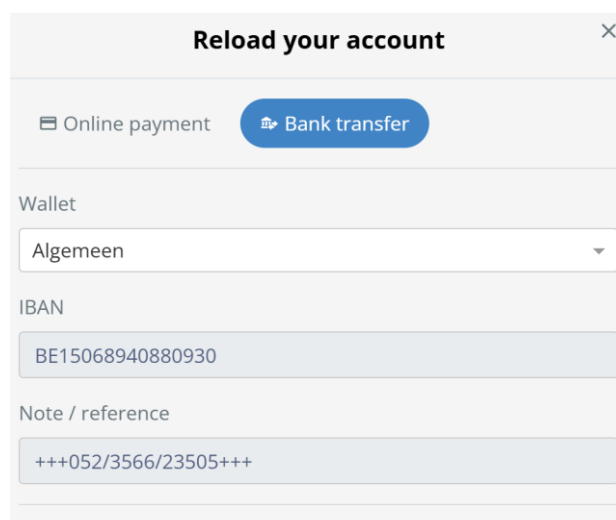


### 3. Top up your wallet via bank transfer

- Click the "Reload" button at the top of the page.



- Open the "Transfer" tab if it is available. The information needed to make the transfer is available on this tab.



The 'Reload your account' dialog box has a close button (X) in the top right. It offers two payment options: 'Online payment' and 'Bank transfer' (selected). Under 'Bank transfer', there are three input fields: 'Wallet' (dropdown menu showing 'Algemeen'), 'IBAN' (text field with 'BE15068940880930'), and 'Note / reference' (text field with '+++052/3566/23505+++').

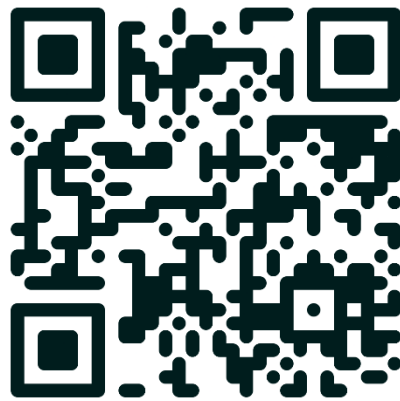
- To make your transfer, please ensure you provide the correct IBAN and structured communication. This communication is unique to your child's account. If the communication provided during the transfer is incorrect or missing, you may not receive the funds in the wallet.
- Important : Once you have made the transfer, the funds will not be automatically available on the platform. They will appear once the institution has manually imported the funds into your APSchool wallet.



## A question? Need assistance?

- For any technical, educational or platform-related questions, please contact your institution directly.
- If you would like to view other tutorials, feel free to click on the following link or scan the QR code below.

<https://parents.apkiosk.com/>



**Thank you for following this tutorial!**



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