PART OF AngliSchools
Integrity, Endeavour, Community

Cobram Anglican Grammar School

2026 Payment of Fees

SECTION ONE: Parent Details

PERSONAL DETAILS:

Name			
Address			
Email			
Mobile		**Family Account Code**	
Student/s Name			

SECTION TWO: Payment Frequency

Please select one of the following payment frequencies

❒	**Lump Sum for the year -** Pay by December 31st 2025, and receive a 5% discount (tuition fee only)
❒	**Term Payments -** 4 instalments, due **first Thursday of each term**: Term 1: Thursday, 29 January — Term 2: Thursday, 23 April Term 3: Thursday, 23 July — Term 4: Thursday, 8 October
❒	**Monthly -** 10 payments on the first Thursday of each month (February–November)
❒	**Fortnightly -** 20 payments, every second Thursday (February–November)
	Please select a start date
	❒ **Fortnight 1** (Thursday 29th January) ❒ **Fortnight 2** (Thursday 5th February)
❒	**Weekly -** 40 payments, every Thursday (February–November), starting Thursday, 29 January
❒	**Other/Exceptional circumstances** - If none of the above options suit, select this option and the Accounts Office will contact you.

EARLIER START DATE

❒	I wish to commence earlier (payments must fall on a Thursday) Start Date: ____ /____ /_____

SECTION THREE: Payment Method

Please select a payment method

❒	Direct Debit (preferred)	❒	Internet Banking *Conditions apply	❒	Credit Card (available for Lump Sum, Term or Monthly payments only)

***** Conditions that apply to Payment Method of Internet Banking – this option can only be selected if an agreed upon amount is paid on the payment frequency selected. If there is a default on a payment, then a request for direct debit will be issued.

CONTINUATION OPTION

❒	**I would like to continue the selected payment arrangement in future years – Please update details**

SECTION FOUR: Payment Details

DIRECT DEBIT BANK DETAILS

Account Name			
Bank		**Branch**	
BSB	__ __ __ __ __ __		
Account Number	__ __ __ __ __ __ __ __ __ __		

CREDIT/DEBIT CARD DETAILS

Credit/Debit Card Number	__ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __
Card Expiry	__ __ / __ __
Name on Card	

SCHOOL INTERNET BANKING DETAILS

Account Name	Cobram Anglican Grammar School
BSB	706 001
Account Number	300 075 02
Payment Reference	Family Account Code and parent Surname

SECTION FIVE: Payment authorisation

Account Holder Declaration

I hereby authorise AngliSchools 'Cobram Anglican Grammar School' to debit payments from the bank or card account nominated on this form. By signing this form, I confirm the information provided is true and correct, and I have read and understood the terms of payment.
I understand this arrangement will remain in place until such time as it is cancelled by me, in writing, or by the School.

Direct Debit Request

I/We hereby request and authorise that moneys due in terms of the payment arrangement covered by this document be drawn by AngliSchools 'Cobram Anglican Grammar School' under the direct debit system debited from my/our nominated account at the financial institution shown according to the Drawing Details specified. I/We acknowledge that this Direct Debiting arrangement is governed by the terms of the Direct Debit Service Agreement provided to you.

Consent / Declaration

	Parent / Guardian	**Parent / Guardian**
Name		
Signature		
Date	____ / ____ / _____	____ / ____ / _____

If Debiting from a joint account, both signatures are required

NOTE: All information collected on this form will be used and stored in accordance with the School's Privacy Policy, which is available on the school's website at www.cags.vic.edu.au

Please complete this Fees form and return to Cobram Anglican Grammar School via:

Post: Accounts Officer
Cobram Anglican Grammar School
PO Box 607
Cobram VIC 3643

Email: accountsofficer@cags.vic.edu.au
In Person:
40-48 Campbell Road
Cobram VIC 3644

CUSTOMER DIRECT DEBIT REQUEST SERVICE AGREEMENT

OUR COMMITMENT TO YOU

This document explains how our Direct Debit Request (DDR) works between you and AngliSchools 'Cobram Anglican Grammar School'. It tells you what we promise to do, what you need to do, your rights, and where to get help if you have any questions

INITIAL TERMS OF THE ARRANGEMENT

By signing the Direct Debit Request, you agree that we can take the agreed payment amounts from your nominated account on the dates set out in the payment schedule.

DRAWING ARRANGEMENTS

- Your first payment will be taken on the date you choose in your Direct Debit Request.
- If a payment date falls on a weekend or public holiday, the payment will come out on the next business day.
- If we need to change the way payments are taken (for example, the amount or timing), we will write to you at least 14 days before the change takes effect.

YOUR RIGHTS

CHANGES TO THE ARRANGEMENT

If you wish to make any changes to the initial terms, please advise AngliSchools 'Cobram Anglican Grammar School' in writing. Any changes should be notified at least seven days prior to the next scheduled drawing date.
These changes may include:

- deferring the drawing; or
- altering the schedule; or
- stopping an individual debit; or
- suspending the DDR; or
- cancelling the DDR completely.

ENQUIRIES

Direct all enquiries to us, rather than to your financial institution. All communication addressed to us should include your full name and address as shown on the Direct Debit.

All personal customer information held by us will be kept confidential except that information provided to your financial institution to initiate the drawing to your nominated account.

DISPUTES

If you believe that a drawing has been initiated incorrectly, we encourage you to take the matter up directly with us by contacting AngliSchools 'Cobram Anglican Grammar School' on (03) 58711 816.
If you do not receive a satisfactory response from us to your dispute, contact your financial institution who will respond to you with an answer to your claim:

- within 7 business days (for claims lodged within 12 months of the disputed drawing) or
- within 30 business days (for claims lodged more than 12 months after the disputed drawing)

You will receive a refund of the amount if we cannot substantiate the reason for the drawing.

Note: Your financial institution will ask you to contact us to resolve your disputed drawing prior to involving them.

YOUR COMMITMENT TO US

It is your responsibility to ensure that:

- The nominated account can accept direct debits (your financial institution can confirm this)
- On the drawing date there is sufficient cleared funds in the nominated account
- You advise us if the nominated account is transferred or closed.

If your drawing is returned or dishonored by your financial institution it will not be reprocessed. Any transaction fees payable by us in respect of the above may be claimed by the School from you.

How to Pay your School Fees

There are multiple ways to pay your school fees

PAYMENT METHOD

Payments via the following methods are available

- Direct Debit
- Credit Card
- Internet Banking
- In person at the school office (EFTPOS facilities available)

WHEN ARE MY SCHOOL FEES DUE?

- One lump sum payment

Pay by December 31st 2025 and a 5% discount applies (tuition fee only)

- Term Instalments: Due the FIRST week of each 4 terms
- Monthly: 10 payments starting January 29th, 2026
- Fortnightly and weekly payments starting January 29th, 2026

ALL ACCOUNTS MUST BE FINALISED BY DECEMBER 2026