



Cobram Anglican Grammar School

A school of The Anglican Schools Commission (Inc.)

Payment of Fees 2020

Request and Set Up Form

40-48 Campbell Rd
Cobram Vic 3644
Phone: 58711 816
Fax: 58711 113
Email: finance@cags.vic.edu.au

PLEASE COMPLETE THIS FORM REGARDING PAYMENT OF FEES AND CHARGES.

It is a requirement that this form be filled out and returned

1. Parent Details: Please update details when they change.

Name _____

Address _____

Email _____

Mobile _____ School Account Number _____

Student Name/s _____

2. Payment Frequency:

Lump Sum for the year
Pay by the 28th February and a 5% discount applies.

Term pay
Your School Fees will be processed on the first Friday of each of the 4 terms in the months of February, April, July and October.

Monthly pay
Your School Fees will be processed on the 15th day of each of the 10 months from February to November (10 payments).

Fortnightly pay
Your School Fees will be processed every fortnight of the 10 months from February to November (20 payments). This payment frequency is not available via credit card.

Other, if our current payment frequency does not suit your requirements please select this option and we will contact you to discuss available options.

3. Payment of Account Method

Cash Direct Debit Credit Card Internet banking Cheque

Choose to pay by Credit Card, debit Card or bank account by entering the required details.

Credit/Debit Card Details:

Credit/Debit Card Number

Name on Card Card Expiry /

OR

Bank Account/Direct Debit Details:

BSB Account Number

Account Name

OR

Internet Banking/School Bank Details:

Account Name: Cobram Anglican Grammar School

BSB: 706001 **Account Number:** 30007502

Payment Reference: School Account Number and parent Surname

4. Account Holder Declaration

I hereby authorise The Anglican Schools Commission '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 The Anglican Schools Commission 'Cobram Anglican Grammar School' under the direct debit system debited from my/our nominated account at the financial institution shown on previous page 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.

Please note: completed forms need to be signed.

**Account Holders
Signature(s):**

Please Note: If debiting from joint account, both signatures are required

Date:

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Please remember to notify the School of any changes to credit card or bank account details, including the expiry date. Also of any changes to address or phone numbers.

CUSTOMER DIRECT DEBIT REQUEST SERVICE AGREEMENT

OUR COMMITMENT TO YOU

This document outlines our service commitment to you, in respect of the Direct Debit Request (DDR) arrangements made between The Anglican School Commission 'Cobram Anglican Grammar School' and you. It sets out your rights, our commitment to you and your responsibilities to us together with where you should go for assistance.

Initial terms of the arrangement

In terms of the Direct Debit Request arrangements made between us and signed by you, we undertake to periodically debit your nominated account for the agreed amount as authorised in the direct debit schedule.

DRAWING ARRANGEMENTS

- The first drawing under this Direct Debit arrangement will occur on the nominated day.
- If any drawing falls due on a non-business day, it will be debited to your account on the next business day following the scheduled drawing date.
- We will give you at least 14 days notice in writing when changes to the initial terms of the arrangement are made. This notice will state any changes to the initial terms.

YOUR RIGHTS

CHANGES TO THE ARRANGEMENT

If you wish to make any changes to the initial terms please advise The Anglican School Commission '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 The Anglican School Commission '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:

- 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 dishonoured 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.