



Payment of Fees 2023

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

SECTION ONE: Parent Details

PERSONAL DETAILS:

Name			
Address			
Email			
Mobile		Family Account Code	
Student Name			

SECTION TWO: Payment Frequency

Please select one of the following payment frequencies

<input type="checkbox"/>	Lump Sum for the year - Pay by January 31 st and a 5% discount applies		
<input type="checkbox"/>	Term - 4 payments - First Thursday of each term – February 2 nd , April 27 th , July 20 th , October 5 th		
<input type="checkbox"/>	Monthly - 10 payments First Thursday of the month of each of the 10 months from February to November (or closest to after)		
<input type="checkbox"/>	Fortnightly - 20 payments Every fortnight of the 10 months from February to November		
	Please select a start date		
	<input type="checkbox"/> Fortnight 1 (Thursday 2 nd February)	<input type="checkbox"/> Fortnight 2 (Thursday 9 th February)	
<input type="checkbox"/>	Weekly - 40 payments Every week (Thursday) of the 10 months from February to November		
<input type="checkbox"/>	Other/Exceptional circumstances - If our current payment frequency does not suit your requirements please select this option and we will contact you to discuss available options		

SECTION THREE: Payment Method

Please select a payment method

<input type="checkbox"/> Direct Debit	<input type="checkbox"/> Internet Banking <u>*Conditions apply</u>	<input type="checkbox"/> Credit Card (ONLY available for Lump Sum, Term & Monthly payments)
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* 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.

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		
<p>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.</p> <p>I understand this arrangement will remain in place until such time as it is cancelled by me, in writing, or by the School.</p>		
Direct Debit Request		
<p>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 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.</p>		
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

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:

- 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 due by Tuesday 31st January, 2023
- Term Instalments due the 1st week of each 4 terms
- 10 monthly payments starting February 2, 2023
- Fortnightly and weekly payments starting February 2, 2023

ALL ACCOUNTS MUST BE FINALISED BY DECEMBER 2023