



Customer Details	
CGGS Account Number	
First name	
Surname	
Address	
Billing email address	
Student 1 Name	
Student 2 Name	
Student 3 Name	

Option 1: Direct Debit from Bank Account, Building Society or Credit Union	
Name of financial institution	
Account name	
BSB number	
Account number	

Option 2: Credit Card			
Card Type (please circle)	VISA	MASTERCARD	(Credit card fee of 0.5% will apply)
Name on card			
Credit card number	____/____/____/____		
Expire Date	__/__	CSV	---

Payment Schedule – Refer to billing schedule	
Payment frequency	Fortnightly / Monthly (Please circle)
Amount	\$
First payment date	

Signature/s

I/We hereby authorise Canberra Girls Grammar School, ABN 67 008 559 331 (User ID 127948) to debit through the Bulk Electronic Clearing System (BECS) from my/our nominated account at the Financial Institution and payment schedule specified above. This authorisation is to remain in force in accordance with this Direct Debit Request and the provided Direct Debit Service Agreement, and I/we have read and understood the same.

Name		Name	
Signature		Signature	
Date		Date	

If debiting a joint account, both signatories are required.



This agreement provides details of your obligations when undertaking a Direct Debit arrangement. It also provides our obligations to you and forms part of the terms and conditions of your Direct Debit request.

1. I/we understand that we can cancel, amend or dispute payment at any time, by contacting the Business Office at Canberra Girls Grammar School. I/we acknowledge that cancellation of this authority will not terminate my/our agreement with Canberra Girls Grammar School or remove my/our liability to make payments I/we have agreed to;
2. I/we acknowledge that it is our responsibility to ensure sufficient funds are available in the nominated bank account on the due date of payment;
3. Should the payment fall due on a non-business day, the payment will be initiated on the next available business day; and
4. I/we acknowledge that if a debit is returned as unpaid, Canberra Girls Grammar School may attempt to re-process any unsuccessful payments and/or any unsuccessful payment to future payments.

All information in this agreement will be treated with confidentiality and only used for the purposes for which they were obtained.

If you wish to notify us in writing about anything relating to this agreement you should:

- write to Canberra Girls Grammar School, Melbourne Ave, Deakin ACT 2600; or
- email debtors@cggs.act.edu.au

TABLE 1 – DIRECT DEBITS FOR ANNUAL FEES AND LEVIES

2019 Annual Fees	Prep to Year 2	Year 3 & 4	Year 5 & 6	Year 7 & 8	Year 9 & 10	Year 11 & 12
Tuition	\$15,400	\$17,200	\$18,200	\$21,250	\$22,050	\$23,400
Levy	\$400	\$450	\$450	\$400	\$400	\$400
String & Band Program		\$100				
Instrumental Program				\$100		
Total Fees	\$15,800	\$17,750	\$18,650	\$21,750	\$22,450	\$23,800
Direct Debit Amounts						
Fortnightly	\$659	\$740	\$777	\$906	\$936	\$992
Monthly	\$1,437	\$1,614	\$1,695	\$1,977	\$2,041	\$2,163

TABLE 2 – DIRECT DEBITS FOR ANNUAL FEES, LEVIES AND BOARDING

2019 Annual Fees	Year 7 & 8	Year 9 & 10	Year 11 & 12
Total Fees per table 1	\$21,750	\$22,450	\$23,800
Boarding Fees	\$27,840	\$27,840	\$27,840
Total Fees	\$49,590	\$50,290	\$51,640
Direct Debit Amounts			
Fortnightly	\$2,066	\$2,096	\$2,152
Monthly	\$4,508	\$4,572	\$4,695

If you require a non-standard direct debit amount or commence a direct debit after the start of the year, please contact the Business Office at debtors.cggs.act.edu.au

TABLE 3 - DIRECT DEBIT DATES FOR 2019

Fortnightly Direct Debit Schedule	Monthly Direct Debit Schedule
1 25 January 2019	1 Friday - 15 February 2019
2 8 February 2019	2 Friday - 15 March 2019
3 22 February 2019	3 Monday - 15 April 2019
4 8 March 2019	4 Wednesday - 15 May 2019
5 22 March 2019	5 Monday - 17 June 2019
6 5 April 2019	6 Monday - 15 July 2019
7 19 April 2019	7 Thursday - 15 August 2019
8 3 May 2019	8 Monday - 16 September 2019
9 17 May 2019	9 Tuesday - 15 October 2019
10 31 May 2019	10 Friday - 15 November 2019
11 14 June 2019	11 Monday - 16 December 2019
12 28 June 2019	
13 12 July 2019	
14 26 July 2019	
15 9 August 2019	
16 23 August 2019	
17 6 September 2019	
18 20 September 2019	
19 4 October 2019	
20 18 October 2019	
21 1 November 2019	
22 15 November 2019	
23 29 November 2019	
24 13 December 2019	