



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

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

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

2019 ELC Billing Schedule

Holiday Program Billing	Invoice Date	Direct Debit Date
07 January - 18 January	23 January 2019	24 January 2019
21 January - 01 February	06 February 2019	07 February 2019

ELC Billing Fortnight - Term 1	Invoice Date	Direct Debit Date
04 February - 15 February	20 February 2019	21 February 2019
18 February - 01 March	06 March 2019	07 March 2019
04 March - 15 March	20 March 2019	21 March 2019
18 March - 29 March	03 March 2019	04 March 2019
01 April - 12 April	17 April 2019	18 April 2019

Holiday Program Billing	Invoice Date	Direct Debit Date
15 April - 26 April	01 May 2019	02 May 2019

ELC Billing Fortnight - Term 2	Invoice Date	Direct Debit Date
29 April - 10 May	15 May 2019	16 May 2019
13 May - 24 May	29 May 2019	30 May 2019
27 May - 07 June	12 June 2019	13 June 2019
10 June - 21 June	26 June 2019	27 June 2019
24 June - 05 July (1 Week Holiday Care)	10 July 2019	11 July 2019

Holiday Programme Billing	Invoice Date	Direct Debit Date
08 July - 19 July	24 July 2019	25 July 2019

ELC Billing Fortnight - Term 3	Invoice Date	Direct Debit Date
22 July - 02 August	07 August 2019	08 August 2019
05 August - 16 August	21 August 2019	22 August 2019
19 August - 30 August	04 September 2019	05 September 2019
02 September - 13 September	18 September 2019	19 September 2019
16 September - 27 September	02 October 2019	03 October 2019

Holiday Programme Billing	Invoice Date	Direct Debit Date
30 September - 11 October	16 October 2019	17 October 2019

ELC Billing Fortnight - Term 4	Invoice Date	Direct Debit Date
14 October - 25 October	30 October 2019	31 October 2019
28 October - 08 November	13 November 2019	14 November 2019
11 November - 22 November	27 November 2019	28 November 2019
25 November - 06 December	11 December 2019	12 December 2019