



Direct Debit Request Form After School Care / Holiday Program

Please return to: sac@cggs.act.edu.au

Customer Details	
First Name	
Surname	
Address	
Billing email address	
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	

Payment Schedule	
Payment Limit	Balance due
Payment Frequency	Fortnightly
Day of the week	Thursday
First Payment Date	



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Signature/s

I/We hereby authorise Canberra Girls Grammar School, ABN 67 008 559 331 (User ID 127948) to debit my/our nominated bank account according to the 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.

Direct Debit Service Agreement

Terms and Conditions

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



2021 Direct Debit Billing Schedule

Holiday Program Billing	Invoice Date	Direct Debit Date
11 January - 15 January	20 January 2021	21 January 2021
18 January - 29 January	3 February 2021	4 February 2021

ELC Billing Fortnight - Term 1	Invoice Date	Direct Debit Date
2 February - 12 February	17 February 2021	18 February 2021
15 February - 26 February	3 March 2021	4 March 2021
1 March - 12 March	17 March 2021	18 March 2021
15 March - 26 March	31 March 2021	1 April 2021
29 March - 9 April (1 Week Holiday Care)	14 April 2021	15 April 2021

Holiday Program Billing	Invoice Date	Direct Debit Date
12 April - 23 April (1 Week Holiday Care and 1 st week Term 2)	28 April 2021	29 April 2021

ELC Billing Fortnight - Term 2	Invoice Date	Direct Debit Date
26 April - 7 May	12 May 2021	13 May 2021
10 May - 21 May	26 May 2021	27 May 2021
24 May - 4 June	9 June 2021	10 June 2021
7 June - 18 June	23 June 2021	24 June 2021
21 June - 2 July (1 Week Holiday Care)	7 July 2021	8 July 2021

Holiday Program Billing	Invoice Date	Direct Debit Date
5 July - 16 July	21 July 2021	22 July 2021

ELC Billing Fortnight - Term 3	Invoice Date	Direct Debit Date
19 July - 30 July	4 August 2021	5 August 2021
2 August - 13 August	18 August 2021	19 August 2021
16 August - 27 August	1 September 2021	2 September 2021
30 August - 10 September	15 September 2021	16 September 2021
13 September - 24 September (1 Week Holiday Care)	29 September 2021	30 September 2021

Holiday Program Billing	Invoice Date	Direct Debit Date
27 September - 8 October	13 October 2021	14 October 2021

ELC Billing Fortnight - Term 4	Invoice Date	Direct Debit Date
11 October - 22 October	27 October 2021	28 October 2021
25 October - 5 November	10 November 2021	11 November 2021
8 November - 19 November	24 November 2021	25 November 2021
22 November - 3 December	8 December 2021	9 December 2021

Holiday Program Billing	Invoice Date	Direct Debit Date
6 December - 17 December	15 December 2021	16 December 2021