



BRISBANE GRAMMAR SCHOOL

DIRECT DEBIT FORM

Family Code:	
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To: Board of Trustees of the Brisbane Grammar School (User ID 024636)

I/We authorise and request the Debit User detailed above, to debit my/our account via the Bulk Electronic Clearing System from time to time in payment frequencies specified in the Schedule of Fees with the instructions detailed below and on the terms set out on the Client Service Agreement overleaf.

Credit Card Option (Preferred*)

Please access the BGS Fee Payment portal directly at <https://community.brisbanegrammar.com/PaymentPlans.aspx>

If you are experiencing issues with access, or your child has not yet commenced at BGS, please contact the BGS Finance Team directly at fees@brisbanegrammar.com for more information on how to access the portal.

This portal must be accessed directly as it has been designed to adhere to Payment Card Industry (PCI-DSS) standards. No credit card information at BGS is captured outside of secure, PCI-DSS-compliant platforms.

Bank Account Option

Financial institution:	
Branch:	

BSB:	
Account Number:	
Account Name:	

I/ we acknowledge that the amount debited will be the Payment Due for that Instalment plus any Overdue Amount (as required by my Enrolment Terms and Conditions).

I/We acknowledge that this Direct Debit arrangement is governed by the terms of the Client Service Agreement detailed on the following page.

Parent Signature:	
Parent name (print):	
Parent Address:	
Date:	

DIRECT DEBIT – CLIENT SERVICE AGREEMENT

Our Commitment to You

Drawing arrangements:

1. Where the due date falls on a non-business day, we will draw the amount on the next business day.
2. We will not change the amount or frequency of drawings arrangements without your prior approval.
3. We reserve the right to cancel the Brisbane Grammar School drawing arrangements if two or more drawings are returned unpaid by your nominated Financial Institution and to arrange with you an alternate payment method.
4. We reserve the right to charge a dishonour fee to your account if drawings are returned unpaid. The amount charged for each dishonour is stated on the Schedule of Fees published on the School's website.
5. We will keep all information pertaining to your nominated account at the Financial Institution private and confidential.

Your Rights

Your rights:

1. You may terminate the Brisbane Grammar School drawing arrangements at any time by giving written notice to us. Such notice should be received by us at least 7 business days prior to the due date.
2. You may stop payment of a drawing under the Brisbane Grammar School Direct Debit Plan by giving written notice to us. Such notice should be received by us at least 7 business days prior to the due date.
3. You may request change to the drawing amount of Brisbane Grammar School Direct Debit drawings by contacting us and advising your requirements no less than 7 business days prior to the due date.
4. Where you consider that a drawing has been initiated incorrectly [outside the Brisbane Grammar School arrangements] you should take the matter up directly with us.

Your Commitment to Us

Your responsibilities:

1. It is your responsibility to ensure that sufficient funds are available in the nominated account to meet a drawing on its due date.
2. It is your responsibility to ensure that the authorisation given to draw on the nominated account, is identical to the account signing instruction held by the Financial Institution where the account is based.
3. It is your responsibility to advise us if the account nominated by you to receive the Brisbane Grammar School Direct Debit drawings is transferred or closed.
4. It is your responsibility to arrange with us a suitable alternate payment method if the Brisbane Grammar School Direct Debit drawing arrangements are cancelled either by yourselves or the nominated Financial Institution.

You can cancel your Direct Debit Request in writing to Brisbane Grammar School, either via email at fees@brisbanegrammar.com, in writing to 24 Gregory Terrace Spring Hill QLD 4000, or by calling a member of the School's Finance Team on 07 3834 5200. You can also contact your financial institution. If you cancel your Direct Debit arrangement completely, we'll cease to rely on this Direct Debit Request Service Agreement.

Please email the completed form to fees@brisbanegrammar.com as soon as possible.