

TRINITY GRAMMAR SCHOOL, KEW

Tuition Fees and Miscellaneous Charges

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Tuition Fees and Miscellaneous Charges
Direct Debit Authority Information

Families who pay the year's tuition fees and miscellaneous charges via a Direct Debit arrangement must adhere to the following conditions:

1. Payments can be made via the following nominated payment instalment options:

    a) Single Payment – in full, payment debited on 26 October 2026.
    b) Quarterly – payments debited on 26 October 2026, 22 February 2027, 4 May 2027 and 3 August 2027.
    c) Monthly – payments debited on the 28th day of each month October 2026 to September 2027, inclusive (12 payments).

2. The nominated payment covers the tuition fees.

3. Any additional fees charged throughout the course of the year (e.g. for music lessons and instrument hire, camps, laptops, sundry, etc.) will be charged to the family's nominated credit card or bank account on the due dates of the respective tuition fee statement. For the 2027 tuition fee year these dates will be:

    26 October 2026
    15 December 2026
    22 February 2027
    4 May 2027
    3 August 2027
    25 October 2027
    15 December 2027

4. You will be notified of any dishonoured instalments and associated bank charges that are to be charged to your tuition fee account.

5. If a dishonoured instalment is not repaid within seven (7) days of notification, the direct debit arrangement will be reviewed.

TRINITY GRAMMAR SCHOOL, KEW

Direct Debit Request

Request to establish Debit Authority within the Direct Debit System

Service Agreement

1. Trinity Grammar School (the "Debit User") will debit the bank account or credit card per the payment option nominated in the Direct Debit Request requested.

2. The Debit User will give not less than 14 days' written notice to the customer should it propose to vary the arrangements of this Direct Debit Request.

3. If a deferral or variation of terms of the arrangement is required, please contact the Finance Department to discuss.

   Customers wishing to vary the bank account details specified for the payment option nominated in the Direct Debit Request must provide signed authority for such changes to be effected. Customers also agree to advise the Finance Department of updated credit card details, including revised expiry dates.

4. In compliance with the Industry's Direct Debit Claims Process, the Debit User will assist customers disputing any payment amount drawn from the nominated bank account or credit card as per the payment option in this Direct Debit Request. The Debit User will endeavour to resolve this matter within the Industry-agreed timeframes. Customers may visit any branch of their financial institution and complete a "Direct Debit System Claim Request" form to initiate the process.

5. The Debit User advises that some financial institutions do not facilitate direct debits and as such the customers must check with their financial institution to ensure the account nominated in the Direct Debit Request has direct debiting functionality.

6. It is the customer's responsibility to always ensure that there are sufficient cleared funds available at the due date of the debit drawing, to enable payment from their bank account or credit card as nominated in the Direct Debit Request.

7. The Debit User advises the debit drawing will be made on the agreed due date as nominated by the Finance Department. When the due date is a closed business day the Debit User will initiate the debit drawing on the previous open business date prior to the agreed date. Customers may direct processing inquiries to their financial institution.

   A closed business day is defined as any calendar day on which the customer's financial institution is not open for direct debit processing and comprise weekends and Public Holidays (Victorian or National).

8. Where an unpaid debit item is returned by the customer's financial institution, the Debit User may apply an Outward Dishonour Fee to the customer's account.

9. Customers who wish to cancel this Direct Debit Request must notify the Debit User in writing not less than 7 days before the next scheduled debit drawing. This request may be directed to the Debit User or to a customer's financial institution.

10. The Debit User requests the customers direct all enquires, disputes requests for payment changes or cancellation directly to the Finance Department.

11. The Debit User agrees to abide with the School's Privacy Policy and keep confidential all customer records and account details unless authorised to release such information pursuant to a debit item dispute or similar event where the customer has provided prior consent to do so.

