



## DIRECT DEBIT INFORMATION

### *What is Direct Debit?*

Direct Debit allows your school fees to be automatically deducted from your bank account, credit card or debit card as part of your payment plan.

### *Is Direct Debit mandatory?*

No, Direct Debit is optional. You can still pay for your fees using other payment methods such as cash, bank transfer, Centrepay or EFTPOS.

Direct Debit is recommended if you wish to pay by regular instalments to allow you to spread your payments across the year.

### *What are the advantages of Direct Debit?*

- Direct Debit is a good option for recurring payments. You are able to set and forget the payment of your fees. Most people don't like paying fees late or having to remember to transfer money.
- You only need to sign the form once to set up your payments. There will be no need for you to complete the Centrepay Form or set up a recurring direct credit in your online banking every time your instalment amount changes.
- Direct Debit will calculate payments so there is no balance owing at the end of year.
- You are able to spread costs over a period that you agree with the school. Regular payments are more manageable than large bills.
- If a change is required, Direct Debit allows the school to pause, adjust or cancel your payment.

### *What are the payment options of Direct Debit?*

We agree the frequency of your instalment payments. You may choose weekly, fortnightly, monthly, quarterly and annually.

### *Will there be additional costs to the parents?*

No, there will be no additional costs.

Your bank may charge you a dishonour fee due to insufficient funds.

### *How can I keep track of my payments and balance?*

Statements will be emailed monthly and will provide the details of payments we received and your fee account balance.

### *I am paying by Centrepay. Can I shift to Direct Debit?*

Centrepay parents are encouraged to shift to Direct Debit. This means that you will receive the full Centrelink payment in your nominated bank account first. Then an amount will be debited according to your chosen payment. You will not need to sign the Centrepay form every time your instalment amount changes.



### *Will the billing process remain the same?*

Full year's tuition, camps, swimming, IT Levy and other mandatory school events fees will be charged in January and will be due end of February. If you prefer to pay by instalment to spread the payments across the year, we encourage you to sign the Direct Debit Agreement.

Electives will be charged every semester as usual. You will be charged only at the end of the subject selection process which is late in Term 2 and Term 4. Your Direct Debit amount will be increased by the school to be spread across the school year.

### *Will fee discounts and concessions still be offered?*

Yes. Concession Card discount, sibling discount, early payment discount and hardship discount will apply. Please ensure that you submit your current concession card to [schoolfees@eccs.wa.edu.au](mailto:schoolfees@eccs.wa.edu.au).

### *What should I do next if I want to pay my fees by Direct Debit?*

You will need to sign the Direct Debit Agreement to allow the school to deduct fee payments from your nominated bank account, credit card or debit card.

The Direct Debit Agreement can be downloaded from our website <https://www.eccs.wa.edu.au/parents/school-fees/>. You can also visit the Finance Office at Casserley to request for a copy of the Direct Debit Agreement.

We encourage you to complete the form as soon as possible so we can set up your Direct Debit payments to help you manage your payments.

If you have any enquiries, please call the School Fees Office on (08) 9342 7377 or email to [schoolfees@eccs.wa.edu.au](mailto:schoolfees@eccs.wa.edu.au).

Thank you,  
ECCS School Fees