

Direct Debit Frequently Asked Questions



What is the Direct Debit payment method?

Direct Debit allows you to pay your Cornish College tuition fees and compulsory charges periodically over ten months. The monthly payment is automatically deducted from your nominated credit card, savings or cheque account. As the payments are automatic, they will always be on time.

How do I register for Direct Debit?

To pay your fees and compulsory charges in ten monthly instalments, you are required to register for Direct Debit. Please click [HERE](#) to complete the Direct Debit Request form (Payment Set Up Form) online or visit <https://pay.schooleasypay.com.au/setup/cornish?paymentmethod=Batch%20Pay>

When setting up Direct Debit, the Payment Option drop down box will default to Batch Pay. Please **do not** change this option, as this will allow us to set you up direct debit payments, as agreed between you and Cornish College.

Please contact finance@cornishcollege.vic.edu.au if you require further information.

How does it work?

Please complete the Direct Debit Request form (Payment Set Up Form) online to authorise Cornish College to debit tuition fees and the voluntary Building Fund donation (if agreed) from your nominated account. The Direct Debit terms and conditions between you and Cornish College are outlined in the Service Agreement and you will be asked to approve these terms and conditions as part of the online registration process.

Direct Debits will occur on the **1st of each month from 1 February to 1 November**. Please ensure that you have sufficient funds in your account at this time to honour the payment.

Will it take me long to enrol?

To apply for Direct Debit is an easy one-step process. You will need to provide your Account Code (found on your Cornish College Statement), full name and bank details (you can nominate either a bank account or credit card).

Please do not enter the amount of your monthly deduction in the online form (Payment Set Up Form). We calculate your annual fee amount based on your individual circumstances and divide it into ten equal monthly instalments. The amount and details of your monthly deduction can be obtained by emailing finance@cornishcollege.vic.edu.au

Please be aware the amount deducted for Direct Debit covers tuition fees and compulsory curricular charges (software levy, music levy, Year 6 Canberra trip and Cornish Alumni Life Membership) only. If applicable, you will be required to make additional payments for elective cocurricular activities (private music tuition, drama, golf, swimming, equestrian, running, cheerleading etc.), and any other compulsory charges either by B-Pay, online via our website, electronic transfer or by credit card over the phone.

I have completed the Direct Debit Request form online, what happens now?

Once you complete the form, a Transaction Confirmation Receipt will be sent to the email address you have

nominated in the form. There is no need to contact us as we will also receive an email confirmation with your details.

Are there any fees associated with Direct Debit payment method?

Direct Debits made from a bank account or credit card will not incur any extra fees. If there are insufficient funds in your account at the time of the Direct Debit, you may incur a dishonour fee.

Will I still receive a School Fee Statement?

You will receive a monthly statement showing your monthly tuition fee charges and direct debit payments. The monthly statement will also include cocurricular and other charges, if applicable, which you will be required to be pay separately.

What if my bank account or credit card information changes?

Should your financial institution branch, account number or credit card details (including account number, type or expiry date) change, please let us know **at least two business days** prior to the 1st of the month by emailing finance@cornishcollege.vic.edu.au. Failure to do so may result in a payment dishonour and a dishonour fee incurred.

What if the funds are not available on the 1st of the month?

Please notify us immediately if your bank account will not have the available funds on the 1st of the month.

How do I cancel Direct Debit?

Please send us an email requesting to cancel your Direct Debit payment method to finance@cornishcollege.vic.edu.au at least two business days prior to the 1st of the month.

What if my due date falls on a weekend or holiday?

If the 1st falls on a public holiday or a non-business day, then the Direct Debit will take place by the next business day.

How is my privacy protected?

All information you give us about your savings, cheque or credit card accounts will be kept in confidence between your financial institution and Cornish College. We will not pass your information on to anyone else.