

THE CENTRE ACCEPTS CASH OR CHEQUES FOR FEE PAYMENT. BUT IF YOU'RE LOOKING FOR A CONVENIENT 'SIGN UP AND FORGET' METHOD - YOU MAY LIKE TO CONSIDER THE FOLLOWING....

We offer a DIRECT DEBIT facility for paying child care fees, whereby each week/ fortnight or month, child care fees can safely be debited from your savings / cheque accounts or credit card. How easy is the process? After completing the initial consent forms – you won't have to worry about fees again.

**How Does The Transfer Occur?**

The debiting process is handled through a licensed commercial agent named EZI DEBIT AUSTRALIA - they provide this service to many child care centres and other businesses across Australia. No transactions are processed through the internet – all transactions take place via direct lines to banks. EZIDEBIT are happy for you to call them with any questions (PHONE 3124 5500)

**When Does The Transfer Occur?**

We prefer debits to occur on a **Monday** (we say Monday – as we do not actually receive the funds until Friday of that same week due to 'clearing' etc). Debits can be made weekly, fortnightly or 4 weekly. INDICATE YOUR PREFERRED DEBITING OPTION ON THE ATTACHED APPLICATION FORM.

**The Costs?**

We will pay the initial set-up fee of \$2.20. Each debit transaction will cost you \$0.88 for savings and cheque accounts OR for credit cards 2.2% of the child care fees taken. This is deducted with the child care fees.

**What If My Fee Changes, or I Pick Up / Drop A Day?**

We will attend to this for you, making any necessary changes.

**Keeping a Track Of Payments**

For each payment we will issue a receipt. You will be able to easily identify our withdrawals on your bank statement.

**SOUNDS GREAT ~ HOW DO I SIGN UP????!!**

Please complete and return the form to the centre.

You can begin the direct debiting process any time ~ we just need 2 days notice before your first payment can be taken out. (So to make the Monday debit, we need the form to be returned the prior Thursday).

We are happy to help with any further questions.

*Amy Dietrich*  
Director