

Information on Direct Debit Authorisation

- Your Direct Debit Authorisation (DDA) will be sent to your bank and will be processed within 4 – 6 weeks. You will receive an email on the status and effective date of the DDA arrangement upon approval.
- If you have set a payment limit on your Direct Debit deduction with your bank, ensure that the limit is sufficient to pay for the necessary fees. Some banks may charge an existing administrative fee for each unsuccessful deduction.
- If you have an existing DDA arrangement with us and wish to change your bank account, you will need to complete a new DDA form. The existing DDA arrangement shall remain in force until the new DDA application is approved.
- As regulated by MCYS with regard to CDA accounts, any refund of fees paid to the Kindergarten via the CDA must be returned to the respective accounts. The Kindergarten is therefore not allowed to make any refund by way of cash or cheque directly to parents.

Information on Direct Debit Deduction

- You may use the DDA arrangement to pay for the following:
 - School Fees
 - Book Fees
 - Supplementary Fees

Please be reminded that payment of enrichment fees is not permitted from these accounts.

- Please ensure that you have sufficient funds in your bank account before the deduction date. There will be a bank charge of \$5 for each unsuccessful deduction.
- If you intend to use an existing DDA with us and/or use current DDA application to make payment for another child who will be joining the Kindergarten at a later stage, please come to the office to fill in the **Inclusion of Sibling** form to authorise the deduction. We are unable to make any deductions if we do not receive the authorisation from our parents.