



PAYING BY DIRECT DEBIT

HOW TO SET UP YOUR DIRECT DEBIT

1. Click [HERE](#) to access the direct debit form.
2. Fill out your details in the customer details section - please use the student/s full name in "Your Reference".
3. Leave the "once off debit" section blank.
4. Under "Regular Debits" Select your frequency as either weekly or fortnightly.
5. Under "Duration" select "number of payments".
6. If you chose weekly you must enter no more than 8 payments for a term. If you chose fortnightly you must enter no more than 4 payments for a term.
7. Divide your terms tuition amount by the number of payments and enter this amount under "Debit Amount". **Please remember this can only include term class fees and must not include enrolment fee, private lesson passes, costume, workshop, performance, merchandise or any other amounts**
8. Select your starting date.
9. Enter your payment details
10. Ready and agree to the terms and conditions
11. SUBMIT! You are finished... Almost.. if this is the first term of the year please click [HERE](#) to pay your enrolment fee.
12. Prepare yourself for an EPIC Term!

PAYMENT T&Cs

- Direct Debits Must be set up prior to the commencement of term. Once a term has commenced upfront term payment will be the only option until the next term is due to commence.
- Should your direct debit fail a charge of \$5.50 will be added to your account and students will be unable to return to classes until payment of the missed tuition fee & the failed payment fee has been made. No credits will be given for classes missed due to failed payments.
- Should your direct debit fail more than twice in a row ESA reserves the right to remove the option of direct debit for all following terms and the family account will be eligible for upfront term payment only.
- Ezidebit Charges additional processing fees - please ensure to read and agree to these on the direct debit form.

**THANK YOU FOR CHOOSING EPIC STUDIOS!
WE LOOK FORWARD TO WELCOMING YOU TO THE EPIC FAMILY!**