

# School Fees

## Direct Debit Request

It is recommended you fill out this form using the latest version of [Adobe Acrobat or Reader](#)

**Request and Authorise to debit the account named below to pay ST AGNES' PARISH SCHOOLS PORT MACQUARIE**

### Request & authority to debit.

Responsible Person 1 (full name)

Responsible Person 2 (full name)

St Agnes' Parish Schools **069092** to arrange, through its own financial institution, a debit to your nominated account the amount indicated below. This debit or charge will be made through the Bulk Electronic Clearing System (BECS) from your account held at the financial institution you have nominated below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement

### Details of account to be debited.

Financial Institution Name:

Financial Institution Address:

Name/s on account:

BSB number (must be 6 digits):

Account number:

For a credit/debit card please select (x) and provide details (only VISA or MasterCard accepted).

Credit/Debit Card

Card Expiry Date:

Account number:

### Payment Schedule - please select ( x ) a frequency and day below for the agreed fee to be debited from your account listed above.

Weekly

Monday

Tuesday

Wednesday

Thursday

Friday

Fortnightly (odd weeks)

Monday

Tuesday

Wednesday

Thursday

Friday

Fortnightly (even weeks)

Monday

Tuesday

Wednesday

Thursday

Friday

Monthly

1<sup>st</sup> of the month

15<sup>th</sup> of the month

25<sup>th</sup> of the month

3 annual instalments

3 equal payments per annum, due dates advised annually.

1 annual instalment

Due dates advised annually. Annual payment attracts a discount defined annually.

By signing and/or providing us with a valid instruction with respect to your Direct Debit Request, you have understood and agreed to the terms and conditions governing the debit arrangements between you and St Agnes' Parish Schools as set out in this Request and in your Direct Debit Request Service Agreement.

### Responsible Person 1

Signature

Date

Address

### Responsible Person 2

Signature

Date

Address

### Family details

Family Code - for existing students, this number appears on School Fee invoices:

Alternatively list eldest students full name & school attending:



# School Fees Direct Debit Request Service

This is your Direct Debit Service Agreement with St Agnes Parish Schools Port Macquarie. 069092

The agreement explains what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit provider.

Please keep this agreement for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR authorisation.

<p><b>Definitions</b></p>	<p><b>Account</b> means the account held at your financial institution from which we are authorised to arrange for funds to be debited.</p> <p><b>Agreement</b> means this Direct Debit Request Service Agreement between you and us.</p> <p><b>Banking day</b> means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.</p> <p><b>Debit day</b> means the day that payment by you to us is due.</p> <p><b>Debit payment</b> means a particular transaction where a debit is made.</p> <p><b>Direct debit request</b> means the Direct Debit Request between us and you.</p> <p><b>Us or we</b> means St Agnes Parish Schools Port Macquarie (the Debit User) you have authorised by requesting a Direct Debit Request.</p> <p><b>You</b> means the customer who has signed or authorised by other means the Direct Debit Request.</p> <p><b>Your financial institution</b> means the financial institution nominated by you on the DDR at which the account is maintained.</p>
<p><b>1. Debiting your account</b></p>	<p>1.1 By signing a Direct Debit Request or by providing us with a valid instruction, you have authorised us to arrange for funds to be debited from your account. You should refer to the Direct Debit Request and this agreement for the terms of the arrangement between us and you.</p> <p>1.2 We will only arrange for funds to be debited from your account as authorised in the Direct Debit Request, or</p> <p>We will only arrange for funds to be debited from your account if we have sent to the address nominated by you in the Direct Debit Request, an advice which specifies the amount to be paid by you to us and the agreed day of payment.</p> <p>1.3 If the debit day falls on a day that is not a banking day, we may direct your financial institution to debit your account on the following banking day. If you are unsure about which day your account has or will be debited you should ask us at St Agnes' Parish Port Macquarie.</p>
<p><b>2. Amendments by us</b></p>	<p>We may vary any details of this agreement or a Direct Debit Request at any time by giving you at least fourteen (14) days' written notice.</p>
<p><b>3. Amendments by you</b></p>	<p>You may change*, stop or defer a debit payment, or terminate this agreement by providing us with at least 2 days notification by:</p> <p><b>Writing to:</b> St Agnes' Parish PO Box 1736 PORT MACQUARIE NSW 2444</p> <p><b>OR</b> by telephoning us on 02 6588 7444 during business hours 8:30 am - 4:30 pm Mon-Fri</p> <p><b>OR</b> arranging it through your own financial institution, which is required to act promptly on your instructions.</p> <p>*Note: in relation to the above reference to 'change', your financial institution may 'change' your debit payment only to the extent of advising St Agnes Parish of your new account details.</p>

<p><b>4. Your obligations</b></p>	<p>4.1 It is your responsibility to ensure that there are sufficient clear funds available in your account to allow a debit payment to be made in accordance with the Direct Debit Request.</p> <p>4.2 If there are insufficient clear funds in your account to meet a debit payment:</p> <p>(a) you may be charged a fee and/or interest by your financial institution;</p> <p>(b) you may also incur fees or charges imposed or incurred by us; and</p> <p>(c) you can arrange for the debit payment to be made by another method or arrange for sufficient clear funds to be in your account by an agreed time so that we can process the debit payment.</p> <p>4.3 you should check your account statement to verify that the amounts debited from your account are correct</p>
<p><b>5. Dispute</b></p>	<p>5.1 If you believe that there has been an error in debiting your account, you should notify us directly on 02 6588 7444 and confirm in writing with us as soon as possible so that we can resolve your query. Alternatively you can take it up directly with your financial institution.</p> <p>5.2 If we conclude as a result of our investigations that your account has been incorrectly debited we will respond to your query by arranging for your financial institution to adjust your account (including interest and charges) accordingly. We will also notify you in writing of the amount by which your account has been adjusted.</p> <p>5.3 If we conclude as a result of our investigations that your account has not been incorrectly debited we will respond to your query by providing you with reasons and any evidence for this finding in writing.</p>
<p><b>6. Accounts</b></p>	<p>You should check:</p> <p>(a) with your financial institution whether direct debiting is available from your account as direct debiting is not available through BECS on all accounts offered by financial institutions.</p> <p>(b) your account details which you have provided to us are correct by checking them against a recent account statement; and</p> <p>(c) with your financial institution before completing the Direct Debit Request if you have any queries about how to complete the Direct Debit Request.</p>
<p><b>7. Confidentiality</b></p>	<p>7.1 We will keep any information (including your account details) in your Direct Debit Request confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information.</p> <p>7.2 We will only disclose information that we have about you:</p> <p>(a) to the extent specifically required by law; or</p> <p>(b) for the purposes of this agreement (including disclosing information in connection with any query or claim)</p>
<p><b>8. Notice</b></p>	<p>8.1 If you wish to notify us in writing about anything relating to this agreement, you should write to:</p> <p>St Agnes' Parish, PO Box 1736 PORT MACQUARIE NSW 2444</p> <p>8.2 We may send notices either electronically to your email address or by ordinary post to the address you have given us.</p> <p>8.3 Any notice will be deemed to have been received on the third banking day after emailing or posting.</p>