

Direct Debit Form – St. Patrick’s Catholic School, Latrobe

Request Form



Contact: ☎ 6426 2616 📧 stpatslat@catholic.tas.edu.au

Request and Authority to Debit

Surname

Given Names

Request and authorise St Patrick’s Catholic School (User ID 406047) to arrange for funds to be debited from your account at the financial institution as prescribed below through the Bulk Electronic Clearing System (BECS). This authorisation is to remain in force in accordance with the terms described in the Service Agreement (and any further instructions provided by you)

Driver’s Licence Number

Medicare Number

Financial institution which account is held

Financial Institution

Address

Postcode

Account to be Debited

Account Name

BSB

Account Number

Option 1: (Tick selected option)

I/We will be paying our 2017 Fees and Levies in full on or before the 17 March 2017 to receive 3% discount.
(No discount on capital levy or tuition levies)

Option 2:(Tick selected option) **(To charge your Credit/Debit Card, complete Section 3 on your Payment Arrangements Form)**

I/We request that you debit my/our account in accordance with ten (10) equal instalments due on the 27th of each month February to November; and a final payment settling the account in full before the end of the school year.
(On occasions where a scheduled payment falls due on a weekend, public holiday or during a school holiday break, the payment will be processed on the following business day or as soon as possible thereafter.)

MONTHLY PAYMENTS \$ _____ **(as per Schedule of Fees 2017)**

Authorisation by Signatories of Account to be Debited

By signing this Direct Debit Request you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and St. Patrick’s Catholic School as set out in this Request and in your Direct Debit Request Service Agreement

Signature

Signature

Name

Date

Name

Date

Office Use Only

Loaded by:

Authority Number:

Date:

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Direct Debit Request Service Agreement



Contact: ☎ 6426 1626 📠 6426 2697 📧 stpatslat@catholic.tas.edu.au

Definitions

Account means the account held at *your financial institution* from which we are authorised to arrange for funds to be debited.

Agreement means this Direct Debit Request Service Agreement between *you* and *us*.

Business day means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.

Debit day means the day that payment by *you* to *us* is due.

Debit payment means a particular transaction where a debit is made.

Direct debit request means the Direct Debit Request between *us* and *you*.

Us or *we* mean the St. Patrick's Catholic School you have authorised by signing a *direct debit request*.

You means the customer who signed the *direct debit request*.

Your financial institution is the financial institution where you hold the *account* that *you* have authorised *us* to arrange to debit.

Debiting Your Account

- By signing a direct debit request, 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 you and us.
- We will only arrange for funds to be debited from your account as authorised in the direct debit request.
- If the debit day falls on a day that is not a business day, we may direct your financial institution to debit your account on the preceding business day.

Changes By Us

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.

Changes By You

If you wish to stop, defer or cancel a debit payment, you must notify the organization that established this Agreement (e.g. School) in writing at least five (5) days before the next debit day. You can do this by writing to us at either: stpatslat@catholic.tas.edu.au
55 Bradshaw Street, Latrobe 7307

Your Obligations

- 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.
- **If there are insufficient clear funds in your account to meet a debit payment:**
 - a) You may be charged a fee and/or interest by your financial institution
 - b) You may also incur fees or charges imposed or incurred by us, and
 - c) **You must 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. You should check your account statement to verify that the amounts debited from your account are correct.

Dispute

- If you believe that there has been an error in debiting your account, you should notify us directly on (03) 6426 1626 and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly.
- 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.
- 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.
- Any queries you may have about an error made in debiting your account should be directed to us in the first instance so that we can attempt to resolve the matter between you and us. If we cannot resolve the matter you can still refer it to your **financial institution that will obtain details from you of the disputed transaction** and may lodge a claim on your behalf.

Accounts

- You should check:
 - a) With your financial institution whether direct debiting is available from my/our account as direct debiting is not available on all accounts offered by financial institutions.
 - b) Your account details which you have provided to us are correct** by checking them against a recent account statement.
 - c) With your financial institution before completing the direct debit request if you have any queries about how to complete the direct debit request.

Confidentiality

- 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.**
- **We will only disclose information that we have about you:**
 - a) To the extent specifically required by law; or
 - b) For the purposes of this agreement (including disclosing information in connection with any query or claim).