

Direct Debit Request

Request and Authority to debit the account name below to pay
Caroline Chisholm Catholic College.



Parents/Carer Full Name: _____

Students Full Name: _____

Student ID: _____ **Account No:** _____

I/we request and authorise Caroline Chisholm Catholic College with User Number 111945 to arrange for any amount Caroline Chisholm Catholic College may debit or charge you to be debited through the Bulk Electronic Clearing System from an account held at financial institution identified below subject to the terms and conditions of the Direct Debit Service Agreement (and any further instructions provided below)

Bank/Credit Union: _____

Address: _____

Bank Account Holder name: _____

BSB: [][] - [][] **Account Number:** []

The maximum amount to be debited at any one time is:
\$ [][][] . [][] _____
(amount in words)

The first debit may be made on

At the chosen interval: (please tick) **weekly** **fortnightly** **monthly***

By signing this Direct Debit Request you acknowledge having read and understood the terms and conditions governing the debit arrangement between you and Caroline Chisholm Catholic College as set out in this Request and in your Direct Debit Request Service Agreement.

***Monthly direct debit is on the 15th of the month (See 1.3 of the Service Agreement)**

Signature: _____
(If signing for a company, sign and print full name and capacity for signing e.g. Director)

Postal / Email Address (print): _____

Date:	OUTSTANDING	\$ _____
	THIS YEARS FEES	\$ _____
	TOTAL	\$ _____
	_____ PAYMENT/s OF	\$ _____
	_____ PAYMENT/s OF	\$ _____

Service Agreement

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 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 (and includes a Form PD-C approved for use in the transitional period).
- Transitional period means the period commencing on the industry implementation date for Direct Debit Requests (currently 31 March 2008).
- Us or we means Caroline Chisholm Catholic College 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.

1. Debiting your account

- 1.1. 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 us and you.
- 1.2. We will only arrange for funds to be debited from your account as authorised in the direct debit request.
- 1.3. 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 following business day.
- 1.4. If you are unsure about which day your account has or will be debited you should ask your financial institution.

2. Changes by us

- 2.1. We may vary any detail of this agreement or a direct debit request at any time by giving you at least 14 days written notice.

3. Changes by you

- 3.1. Subject to 3.2 and 3.3, you may change the arrangements under a direct debit request by contacting us in writing. Email is acceptable and can be sent to: accounts@cccc.vic.edu.au
- 3.2. If you wish to change your deduction, stop or defer a debit payment you must notify us at least seven (7) days before the next debit day. This notice should be given to us in the first instance.
- 3.3. You may also cancel your authority for us to debit your account any time by giving us fourteen (14) days notice in writing before the next debit day. This notice should be given to us in the first instance.

4. Your obligations

- 4.1. It is your responsibility to ensure there are sufficient clear funds available in your account to allow a debit payment to be made in accordance with the direct debit request
- 4.2. 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 and 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.
- 4.3. You should check your account statement to verify that the amounts debited from your account are correct.
- 4.4. If the National Australia Bank Limited A.C.N 004 044 937 ("National") is liable to pay goods and services tax ("GST") on a supply made by the National in connection with this agreement, then you agree to pay the National on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.

5. Dispute

- 5.1. If you believe that there has been an error in debiting your account, you should notify us directly on telephone number (03) 9296 5311 – Accounts Office, and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly.
- 5.2. If we conclude as a result of our investigation 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.
- 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.
- 5.4. 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 us and you. If we cannot resolve the matter you can still refer it to your financial institution which will obtain details from you of the disputed transactions and may lodge a claim on your behalf.

6. Accounts

- 6.1. You should check;
 - a) with your financial institution whether direct debiting is available from your 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 recent account statement; and
 - c) with your financial institution before completing the direct debit request if you have any queries about how to complete the direct debit request.

7. Confidentiality

- 7.1. We will keep any information (including your account details) in your direct debit request confidential. We will make reasonable efforts to keep 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.
- 7.2. 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 other query or claim).

8. Notice

- 8.1. If you wish to notify us in writing about anything relating to this agreement, you should write to; The Accounts Office, Caroline Chisholm Catholic College, 204 Churchill Ave, BRAYBROOK 3019
- 8.2. We will notify you by sending a notice in the ordinary post to the address you have given us in the direct debit request.
- 8.3. Any notice will be deemed to have been received two business days after it was posted.