



VIRTUTE ET LABORE

St Margaret's and Berwick Grammar School (314011) Direct Debit Request (DDR) Form

Please indicate your fee payment option:

Annually

End
February

Quarterly

10 January
10 April
10 July
10 October

Monthly

Over 10 months commencing January and
payable by the 10th of the month

If payments require adjustment to include charges billed for sundry and extra-curricular activities, please email the accounts office via accrec@stmargarets.vic.edu.au to update your payments accordingly.

By completing and signing this DDR form, I/We hereby undertake to honour the chosen method of payment and undertake to advise the school of any changes.

Return your completed application to the school by email, mail or drop off at reception.

Direct Debit Request (DDR)

All communication addressed to us should include your Account Number as per your school statement

PART A – Your Details

Parent Number: _____

Parent Name: _____

Phone Number: _____

Email Address: _____

Address: _____

State: _____ Postcode: _____

PART B – Schedule

Date of First Payment
DD/MM/YYYY:

/ /

Frequency:

Weekly Fortnightly Monthly Quarterly

Payment Amount: _____ for each debit

Number of payments: Stop after _____ payments OR Continue until further notice

PART C – Cheque/Savings Account or Credit Card Authorisation

I/We request and authorise ST MARGARET’S SCHOOL (314011) to arrange, through its own financial institution, a debit to your nominated account any amount ST MARGARET’S SCHOOL (314011), has deemed payable by you. 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.

Financial Institution: _____

Branch: _____

Account Name: _____

BSB No: -

Account No:

I/We request and authorise acknowledgement. By signing and/or providing us with a valid instruction in respect to your Direct Debit Request, you have understood and agreed to the terms and conditions governing the debit arrangements between you and ST MARGARET’S SCHOOL as set out in this Request and in your Direct Debit Request Service Agreement. Both signatures are required if debiting from a joint bank account.

Signature: _____ Date: _____

Signature: _____ Date: _____

OR

I request you ST MARGARET’S SCHOOL to arrange for funds to be debited from my nominated credit card (Visa/MasterCard only) according to the schedule specified above and attached Direct Debit Service Agreement.

Credit Card No:

Expiry Date: /

Cardholder Name: _____

Signature: _____ Date: _____

If the scheduled date is not a banking day, the debit will take place on the next banking day.

Customer Direct Debit Request (DDR) Service Agreement

This is your Direct Debit Service Agreement with ST MARGARET'S SCHOOL (314011) 49 004 260 995. It 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.

How to Contact Us

You can contact the School as follows:

Phone: 03 9703 8111 Mail: PO Box 138, Berwick, VIC 3806 Email: accrec@stmargarets.vic.edu.au

All communication addressed to us should include your Parent Number.

Alternatively you may contact your financial institution.

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*.

banking 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** means ST MARGARET'S SCHOOL, (314011)) *you* have authorised by requesting a *Direct Debit Request*.

you means the customer who has signed or authorised by other means the *Direct Debit Request*.

your financial institution means the financial institution nominated by *you* on the DDR at which the *account* is maintained.

Debiting your account

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.

We will only arrange for funds to be debited from your account as authorised in the Direct Debit Request.

or

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, a billing advice which specifies the amount payable by you to us and when it is due.

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 your financial institution.

Amendments 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.

Amendments by you

You may change, stop or defer a debit payment, or terminate this agreement by providing the School with at least 7 days notification by Mail or Phone (during business hours) or arranging it through *your financial institution*, which is required to act promptly on your instructions.

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:

- you may be charged a fee and/or interest by your financial institution;
- you may also incur fees or charges imposed or incurred by us; and
- 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 9703 8111 and confirm that notice in writing with *us* as soon as possible so that we can resolve your query more quickly. Alternatively *you* can take it up directly with *your financial institution*.

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 in writing.

Accounts

You should check:

- 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.
- *your account* details which *you* have provided to *us* are correct by checking them against a recent account statement; and
- 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*:

- to the extent specifically required by law; or
- for the purposes of this agreement (including disclosing information in connection with any query or claim).

Notice

If *you* wish notify *the School* in writing about anything relating to this *agreement*, *you* should write us at the provided mailing address.

We will notify *you* by sending a notice in the ordinary post to the address *you* have given *us* in the *Direct Debit Request*.

Any notice will be deemed to have been received on the third *banking day* after posting.