

## Application and Authority to debit (to be read in conjunction with the Terms and Conditions see over)

Family name: \_\_\_\_\_ Account Code: \_\_\_\_\_

I/We request and authorise St John's Regional College, user ID No 091987, to arrange for any amount St John's Regional College may debit or charge me/us to be debited through the bulk electronic clearing system from an account subject to the terms and conditions of the Direct Debit Application

## Account Details

### Option 1 - Bank Account

Account name: \_\_\_\_\_

B.S.B:

Account No:

(OR)

### Option 2- Credit Card

Card Type: MasterCard:  Visa:

Name on card: \_\_\_\_\_

Card No.

Expiry:   /

Monthly (15<sup>th</sup> or 28<sup>th</sup> of the month)

## Commencement Date, Amount & Authorisation

First debit start date :   /   /   Amount \$ \_\_\_\_\_

At the following intervals: Weekly (Thursday)  Fortnightly (Thursday)  Monthly (15<sup>th</sup> or 28<sup>th</sup> of the month)   
(43 instalments) (22 instalments) (10 equal instalments)

Until account is fully paid  Ongoing to allow my account to go into credit

**All fees to be paid in full by 30 November each year.**

By signing this direct debit request you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and St John's Regional College as set out in this request and in your Direct Debit Request Service Agreement (see over).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use only

Commencement Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Entered by: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## Direct Debit Terms and Conditions

### 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 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** means the Direct Debit agreement between you and *us*.

**us or we** means St John's Regional College ID no. 091987.

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

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

### 1. Debiting your account

By signing a Direct Debit Application 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 Application 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 Application.

When the due date for payment falls upon a non-business day or public holiday, we will debit your account on the next business day.

### 2. Amendments by us

If for any reason there is any change to this agreement we'll provide you with at least 14 days' notice of the change.

### 3. Amendments by you

If you need to change your details or alter/amend/cancel any debit or transaction, you must provide us with at least 5 business days' notice. Alternatively, you can make changes by contacting your financial institution.

### 4. Your obligations

It is your responsibility to ensure:

- a) your financial institution has direct debit available from your account;
- b) the account details you have provided us are correct. (Check them against a recent statement);
- c) there are sufficient clear funds in your account to meet a direct debit payment. If not, we will require payment in another form and may charge fees and administration costs. You may also be charged a fee and/or interest by your financial institution;
- d) the amounts debited from your account are correct by checking your account statement.

### 5. Dispute

If you believe that there has been an error in debiting your account, notify us by calling 8793 2000, emailing [accounts@sjrc.vic.edu.au](mailto:accounts@sjrc.vic.edu.au) or you can contact your financial institution. If your account has been incorrectly debited we will arrange for your financial institution to adjust your account (including interest and charges) accordingly. We will also notify you of the amount by which your account has been adjusted. If your account has not been incorrectly debited we will respond with the reasons why.

### 6. Confidentiality

We will keep any information (including your account details) in your Direct Debit Application confidential. We will make reasonable efforts to keep any information we have about you secure and to ensure that any of our employees or agents do not make any unauthorised use, modification, reproduction or disclosure of that information. We will only disclose your information to the extent specifically required by law or for the purposes of this agreement (including disclosing information in connection with any query or claim).