



Direct Debit Request

Request and Authority to debit the account named below to pay St Paul's School

Request and Authority to debit	<p>Family Code (Account Number) _____</p> <p>Name/s _____ ("You")</p> <p>request and authorise St Paul's School, [<i>Debit User Identification Number 324121</i>] to arrange for any amount St Paul's School may debit or charge you to be debited through the Bulk Electronic Clearing System from an account held at the financial institution identified below subject to the terms and conditions of the Direct Debit Request Service Agreement [and any further instructions provided below].</p>
Insert details of account to be debited	<p>To direct debit from a cheque or savings account:</p> <p>Financial institution name _____</p> <p>Address _____</p> <p>Name of account _____</p> <p>BSB number __ __ __ - __ __ __ </p> <p>Account number __ __ __ __ __ __ __ __ __ </p> <hr/> <p><u>OR</u> to direct debit from a credit card:</p> <p>Credit card number __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ </p> <p>Expiry Date ____ / ____</p> <p>Name on Credit Card _____</p>
Acknowledgment	<p>By signing this Direct Debit Request you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and St Paul's School, as set out in this Request and in your Direct Debit Request Service Agreement.</p>
Payment Details	<p>An amount of \$_____ may be debited on ____/____/____ and at weekly / fortnightly / monthly intervals after that. Payments are to continue until ____/____/____ or until notified by me.</p>
Insert your signature and address	<p>Signature of account/cardholder _____</p> <p>Address _____</p> <p>_____</p> <p>Email _____</p> <p>Date ____ / ____ / ____</p>

Direct Debit Request 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 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** means St Paul's School, the Debit User *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*.

If *you* are unsure about which day *your account* has or will be debited *you* should contact *us*.

2. Changes by *us*

2.1 *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.

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 the Accounts Department at fees@stpauls.qld.edu.au

3.2 If *you* wish to stop or defer a *debit payment* *you* must notify *us* in writing at least five business days before the next *debit day*. This notice should be given to *us* in the first instance.

3.3 *You* may cancel *your* authority for *us* to debit *your* account at any time by giving *us* five business 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 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*.

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 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*.

4.3 *You* should check *your account* statement to verify that the amounts debited from *your account* are correct

4.4 If St Paul's School is liable to pay goods and services tax ("GST") on a supply made in connection with this *agreement*, then *you* agree to pay St Paul's School 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 the Accounts Department directly on Ph 07 3261 1388 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 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.

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 transaction and may lodge a claim on *your* behalf.

6. Accounts

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 a 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 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.

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 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 Fees Administrator, St Paul's School, 34 Strathpine Road, Bald Hills QLD 4036.

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 is posted.