



# MARIST-SION COLLEGE

## Direct Debit Request Form

(Ongoing Authority to debit bank account for education fees)

STUDENT/S NAME

### REQUEST AND AUTHORITY TO DEBIT THE ACCOUNT NAMED BELOW TO PAY MARIST-SION COLLEGE

SURNAME (of person/s paying fees)

GIVEN NAME/S

("I/we") request and authorise Marist-Sion College to arrange for any amount Marist-Sion College may charge you to be debited through the EFT system from an account held at the financial institution identified below subject to the terms and conditions of the Direct Debit Request Service Agreement overleaf, and on further instructions provided below.

Please provide the details of the person we should contact during business hours regarding your education fee account

NAME OF CONTACT

CONTACT PHONE NUMBER

EMAIL (for statement and account enquiries)

### BANK ACCOUNT DETAILS

NAME OF ACCOUNT HOLDER

BSB

ACCOUNT NUMBER

Please notify the College of any changes to your bank account details or if there are insufficient funds in the account for the payment to be processed at least 3 days (72 hrs) prior to scheduled payments.

Payments will commence in February (or on the next scheduled date after lodging this form) and will continue until the account is paid in full each year whilst you have a student/students enrolled at Marist-Sion College or until the final years balance is cleared.

Please tick your preferred payment frequency

FIXED TERM

OR

CONTINUOUS

Payment Frequency:

WEEKLY

OR

FORTNIGHT 1

OR

16th of MONTH

FORTNIGHT 2

28th of MONTH

### PAYMENT DATES

**WEEKLY** | Instalments – Commence 1<sup>st</sup> Thursday in February and continuing every Thursday

**\*FORTNIGHT 1** | Instalments – Commence 1<sup>st</sup> Thursday in February and continuing every fortnight

**\*FORTNIGHT 2** | Instalments – Commence 2<sup>nd</sup> Thursday in February and continuing every fortnight

**\*16th of MONTH** | Instalments – Commence 16 February or next business day and continuing every month

**\*28th of MONTH** | Instalments – Commence 28 February or next business day and continuing every month

### ACKNOWLEDGEMENT

By signing this Direct Debit Request you acknowledge having read and understood the terms and conditions governing the direct debit arrangements between you and Marist-Sion College as set out in this Request and the Direct Debit Request Service Agreement.

I/We hereby authorise Marist-Sion College to continue debiting my/our bank account for the express and sole purpose of the payment of my/our education fees whilst I/we have a child/children enrolled at the College, until my final fee balance is cleared in full, until you cancel this direct debit authority, or until a new direct debit authority is supplied.

### SIGNATURE(S) OF ACCOUNT HOLDER(S)

PRINT NAME \_\_\_\_\_

SIGN HERE \_\_\_\_\_

DATE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

SIGN HERE \_\_\_\_\_

DATE \_\_\_\_\_

# 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* (and includes any Form PD-C approved for use in the *transitional period*). **Us or we** means Marist Sion College Warragul *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/CREDIT CARD

By signing a direct debit request, you have authorised us to arrange for funds to be debited from your account/credit card. 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/credit card 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 following business day.

If you are unsure about which day your account has or will be debited you should ask your financial institution.

## 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. This debit agreement will remain active for the duration of time you continue to have a debt with the College or student/s enrolled at Marist-Sion College. Each year your payments will be recalculated and you will be notified of the new amount to be deducted before any deductions are made.

## CHANGES BY YOU

Subject to (a) and (b), *you* may change the arrangements under a *direct debit request* by contacting *us* on (03) 5623 5944 or email Fees@mscw.vic.edu.au

(a) *If you wish to stop or defer a debit payment you must notify us in writing at least fourteen (14) days before the next debit day. This notice should be given to us in the first instance.*

(b) *You may also cancel your authority for us to debit your account at 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.*

## 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

If Marist Sion College Warragul is liable to pay goods and services tax ('GST') on a supply made in connection with this *agreement*, then *you* agree to pay Marist Sion College Warragul on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.

## DISPUTE

If *you* believe that there has been an error in debiting *your* account, *you* should notify *us* directly on (03) 5623 5944 or email Fees@mscw.vic.edu.au 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 *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.

## 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*.

## 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).

## NOTICE

If *you* wish to notify *us* in writing about anything relating to this *agreement*, *you* should write to 165 Burke Street Warragul Vic 3820. *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 two *business days* after it is posted.