

ST PATRICK'S PRIMARY SCHOOL DIRECT DEBIT AUTHORITY



PART ONE – Student details			
Surname:		First name:	
School fee account number (if known):			

PART TWO – New and existing families	Please tick
CURRENT family, adding student, with NO changes (go to part 4)	<input type="checkbox"/>
CURRENT family with changes to frequency or payment details (go to part 3)	<input type="checkbox"/>
NEW families	<input type="checkbox"/>

PART THREE – Payment details	Please tick
Weekly	<input type="checkbox"/>
Fortnightly	<input type="checkbox"/>
Mid-monthly	<input type="checkbox"/>
End of month	<input type="checkbox"/>
Quarterly	<input type="checkbox"/>
In full	<input type="checkbox"/>

I authorise and request St Patrick's Primary School Kilmore (Name of Debit User) 545918 (APCA user ID number) to arrange for funds to be debited from my/our account at the financial institution identified below and as prescribed below through the Bulk Electronic Clearing System (BECS). This request is to remain in force in accordance with the terms described in the Service Agreement.

PLEASE PROVIDE DETAILS FOR THE BANK ACCOUNT

Bank:		Account name:	
BSB:		Account Number:	
*If the account holder is NOT a parent or guardian, please provide:			
Email of payer:		Mobile of payer:	

PART FOUR – Direct Debit Agreement

By signing below, I/We acknowledge that this Direct Debit request is governed by the terms of Authorisation the DDRSA attached to this request. I/We also authorise St Patrick's Primary School to verify (if need be) the details of the account with my/our Financial Institution mentioned above and for that Financial Institution to release information to St Patrick's Primary School in order to allow it to verify the above account details.

Parent 1 Name:		Parent 2 Name:	
Signature:		Signature:	
Date:		Date:	

The Direct Debit request will remain in place until all school fees are paid to St Patrick's Primary School, unless written agreement accepting alternate arrangements are made.



1 Conway Street
Kilmore 3764

Phone: (03) 5782 1579

principal@spkilmore.catholic.edu.au

www.spkilmore.catholic.edu.au

DIRECT DEBIT REQUEST SERVICE AGREEMENT (DDRSA)

Our commitment to you

This document outlines our service commitment to you, in respect of the Direct Debit Request (DDR) arrangements made between St Patrick's Primary School (ABN 56 801 901 524 ID 545918) and you. Direct Debit arrangements pertain to requests to deduct money from your financial institution account. The agreement is designed to explain 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. We recommend you keep this agreement in a safe place 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 form.

Drawing arrangements

- The first drawing under this Direct Debit arrangement will occur on the nominated date.
- We will only arrange for funds to be debited from your account as authorised in the Direct Debit Request.
- 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.
- 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 to the address you have given us in the Direct Debit Request.
- 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).
- This agreement will remain in place for the duration of your child's enrolment at St Patrick's Primary School, Kilmore.

Your rights

Changes to the arrangement

You may change, stop or defer a debit payment, or terminate this agreement by providing us with at least fourteen (14) days notification by

- telephoning us on (03) 5782 1579 during business hours;
- writing to: St Patrick's Primary School, Finance Office; or
- arranging it through your own financial institution.

Enquiries

You may enquire about anything relating to your Direct Debit arrangement by contacting the St Patrick's Primary School, Finance office by email: finance@spkilmore.catholic.edu.au

Disputes

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

If you believe that there has been an error in debiting your account, you should notify us directly on (03) 5782 1579 or email: finance@spkilmore.catholic.edu.au 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 with your financial institution direct.

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.

Your commitment to us

It is your responsibility to ensure that:

- your nominated account can accept direct debits (your financial institution can confirm this); and
- your account details which you have provided to us are correct by checking them against a recent account statement; and
- 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

Should any arrears occur, the direct debit will run until clearance of fees and charges or when a satisfactory alternative arrangement is made.

Any change to direct debit information shall be advised not less than 14 days prior to the next direct debit date.

You should be aware that direct debiting is not available on credit card accounts.

If the due date for payment falls on a non-working day or public holiday, the payment will be processed on the previous or next working day.