

School Fee Direct Debit Payment Authority 2020



Parent Name(s): _____ Parent Code: _____

Student Name(s): _____ Year Level: _____

By signing this document, I/We authorise **Archdiocesan Development Fund** with Debit User Number **062782** (the Debit User), & on behalf of **St Joseph's Nudgee College**, to debit my/our account detailed below through the Bulk Electronic Clearing System (BECS). The College may, by prior arrangement and advice to me/us, vary the amount or frequency of future debit to my nominated bank account or credit card as follows;

- 48 weekly instalments (commencing Tuesday 14th January 2020)
- 24 fortnightly instalments (commencing Wednesday 15th January 2020)
- 12 monthly instalments SELECT CYCLE 10th OR 20th of month
- 4 term instalments (30th Jan, 30th Apr, 30th July & 30th Oct 2020)

Please note that at the end of each term, your final payment will include all additional fees incurred and the remaining balance owing for the term, unless you have a payment agreement with the College.

Bank Account Option (Australian only)

Note: Direct debit is not available on the full range of accounts. If in doubt please refer to your Financial Institution.

- Please debit my/our nominated bank account with any charges/tuition/boarding fees as per my/our annual fee account, including any miscellaneous charges appearing during the year.
- I/We acknowledge this authority is to remain in place until cancelling in writing by me/us or the payment of all outstanding amounts with the College.

Financial Institution Name: _____

Address: _____

Account Name: _____

BSB Number: -

Account Number:

Signature(s): _____ Date: / /

(Signatures of all account holders are required for joint accounts)

Name(s): _____ Date: / /

Credit Card Option

- Please debit my nominated credit card with any charges/tuition/boarding fees as per my annual fee account, including any miscellaneous charges appearing during the year.
- I acknowledge this authority is to remain in place until cancelling in writing by me or the payment of all outstanding amounts with the College.
- This authority shall stand, in respect of the below specified card and in respect of any card issued to me in renewal or replacement thereof, until I notify the merchant in writing of its cancellation.

Card Type: MCard Visa Expiry Date / CCV

Credit Card No:

Signature: _____ Name On Card: _____ Date: / /

FEES – DIRECT DEBIT REQUEST SERVICE AGREEMENT

- The Archdiocesan Development Fund (ADF), on behalf of your school, undertakes to debit your account on the nominated day each period as per the information you provide. Please note the ADF will not issue billing advices to you. Confirmation that the debit has occurred will be evidenced by the debit entry to your nominated bank or financial institution account.
- The ADF will provide you 14 days notice, through the school if we change any of the terms of the Service Agreement.
- You should contact School Administration should you wish to;
 1. Alter the amount or defer any arrangements
 2. Stop any debit item or cancel this Direct Debit Request, or
 3. Query or dispute any debit item
- The School will in turn contact the ADF and provide your *written instructions* in relation to “1” and “2” above. In respect of “3”, the School will provide details to the ADF who will investigate your claim and then liaise directly with you to achieve a resolution satisfactory to both the ADF and you.
- Direct Debiting is *not available* on all bank accounts. You will need to check with your Bank or Financial Institution if you are uncertain whether your account is suitable for direct debiting.
- You should check your account details against a recent statement from your Bank or Financial Institution to ensure their correctness. If uncertain, check with your Bank or Financial Institution before completing the Direct Debit Request.
- It is your responsibility to have sufficient cleared funds available in the relevant account by the due date to permit the payment of Debit items in accordance with the Direct Debit Request.