

# DIRECT DEBIT REQUEST

Request and Authority to Debit the account named below to pay  
**ST MONICA'S SCHOOL, KANGAROO FLAT**

Financial Institution Name: .....  
Institution Address:.....  
City, State and Postcode: .....  
(to be completed by customer)

I/We \_\_\_\_\_ ,  
Customer Name(s) giving Direct Debit Request  
\_\_\_\_\_  
Customer Residential Address  
\_\_\_\_\_  
Postcode \_\_\_\_\_

Authorise **ST MONICA'S PRIMARY SCHOOL, KANGAROO FLAT**  
to arrange for funds to be debited from my/our account, held with the Financial Institution identified above, as described in  
The Schedule below.

## **Payment Details:**

The payment is for School Fees /Student Levies/Excursions.

Identified by Family Name/Fee Account Number.

## **The Schedule**

### **Details of account to be debited:**

Account held in the name(s) of: \_\_\_\_\_

Financial Institution's BSB :

Account Number: \_\_\_\_\_

(Please check with your Financial Institution to ensure the account nominated will facilitate direct debiting. See attached Service Agreement Clause 5.)

Amount \$

✓ **Please indicate the date you wish to commence Direct Debit**

☐ Direct Debiting to commence on ...13./...2../.....2015... and thereafter on a fortnightly/~~monthly~~ frequency.

☐ Direct Debiting to commence on ...20./...2../...2015..... and thereafter on a fortnightly/~~monthly~~ frequency.

☐ Direct Debiting to commence on ...30./ 01 /...2015..... and thereafter on a ~~fortnightly~~/monthly frequency.

☐ Direct Debiting to commence on 27./...2../...2015..... and thereafter on a ~~fortnightly~~/monthly frequency.

**MONTHLY DIRECT DEBITS ARE ON THE LAST FRIDAY OF EACH MONTH**

## **Direct Debit Request Authorisation**

I/We have read and understood the "Service Agreement" overleaf and acknowledge and agree to it.

I/We request this Arrangement remain in force in accordance with The Schedule described above and in compliance with the "Service Agreement" overleaf.

Customer(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

# DIRECT DEBIT REQUEST

Request to establish Debit Authority within the Direct Debit System

## Service Agreement

1. **St Monica's School, Kangaroo Flat** (the "Debit User") will debit the BSB/Account nominated in The Schedule of this Direct Debit Request as specified.
2. **St Monica's School** will not give less than 14 days written notice to the customer should it propose to vary the arrangements of this Direct Debit Request.
3. The customer(s) may request the Debit User to defer or alter the payment amount specified in the Schedule of this Direct Debit Request. Requests authorising these changes may be made by phoning or visiting **St Monica's School, Kangaroo Flat** Customer(s) may change the:
  - Due Date of Payment
  - Payment Amount
  - Frequency of Payment

Customer(s) wishing to vary the drawing account details specified in The Schedule of this Direct Debit Request must provide signed authority for Such changes to be effected.

4. In compliance with the Industry's Direct Debit Claims Process, **St Monica's School** will assist customer(s) disputing any payment amount drawn on the nominated BSB/Account in The Schedule of this Direct Debit Request. **St Monica's School** will endeavor to resolve this matter within the Industry agreed timeframes. Customer(s) may visit any branch of their bank and complete a "Direct Debit System Claim Request" form to initiate the process.
5. **St Monica's School** advises that some Financial Institution accounts do not facilitate direct debits and as such the customer(s) must check with their Financial Institution (Ledger FI) to ensure the account nominated in The Schedule of this Direct Debit Request enables direct debiting.
6. It is the customer(s) responsibility to ensure at all times there is sufficient cleared funds available, at the due date of the debit drawing, to enable payment from the BSB/Account as nominated in The Schedule of this Direct Debit Request.
7. **St Monica's School** advises the debit drawing will be made on the agreed due date as nominated in The Schedule of this Direct Debit Request. When the due date is a closed business day **St Monica's School** will initiate the debit drawing on the next open business date. Customer(s) may direct processing inquiries to their Ledger FI.

A closed business day is defined as any calendar day on which the customer(s) Ledger FI is not open for direct debit processing. That is

- Weekends
  - Public Holiday – State
  - Public Holiday – National
8. Where an unpaid debit item is returned by the customer(s) Ledger FI, **St Monica's School** will, in accordance with The Schedule of **St Monica's School** Fees & Charges, apply an Outward Dishonor Fee to the customer(s) recipient account.
  9. Customer(s) who wish to cancel this Direct Debit Request must notify **St Monica's School** in writing not less than 7 days before the next scheduled debit drawing.

**St Monica's School** requests the customer(s) to direct all inquiries, disputes requests for payment changes or cancellation directly to **St Monica's School**.

10. **St Monica's School** agrees to keep confidential all customer(s) records and account details contained in The Schedule of this Direct Debit Request unless authorised to release such information pursuant to a debit item dispute or similar event where the customer(s) has provided prior consent to do so.