



ST THERESE'S PRIMARY SCHOOL

27 Albion Street, Kennington 3550

P: 5443 3200

E: debtors@stkennington.catholic.edu.au

DIRECT DEBIT REQUEST

Request & Authority to debit the bank account as detailed below:

FINANCIAL INSTITUTION / BANK DETAILS

Bank Name: _____

Branch Address: _____

CUSTOMER DETAILS

Name/s: _____

Residential Address: _____

Post Code: |__|_|_|_|_|

I/We hereby authorise **St Therese's Primary School** to arrange for funds to be debited from my/our bank account held with the Financial Institution/Bank identified above as described in 'the schedule' below.

I/We nominate to have the amount of \$ _____ to be debited as per frequency indicated below.

The payment being for school fees and student levies for:

Family Name: _____ **School Account No:** |__|_|_|_|_|

THE SCHEDULE

ACCOUNT DETAILS

Bank BSB: |__|_|_|-|__|_|_| **Account No:** |__|_|_|_|_|_|_|_|_|_|_|_|_|_|_|

* Please check with your financial institution to ensure the account nominated will facilitate direct debiting. See Service Agreement Clause 5.

Direct debit payments to commence on _____ | _____ | _____ and thereafter each: ** (please select)

week (Thursday)

fortnight (Thursday)

month (20th day)

** as per the dates for direct debit instalments set out in the Direct Debit Schedule

AUTHORISATION

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

I/We request this arrangement remain in place in accordance with 'The Schedule' described above and in compliance with the 'Service Agreement' overleaf.

Customer(s) Signature: _____ **Date:** _____ | _____ | _____

Date: _____ | _____ | _____

DIRECT DEBIT SERVICE AGREEMENT

1. **St Therese's Primary School**, (the 'debit user') will debit the BSB & account nominated in the schedule of this direct debit request as specified.
2. **St Therese's Primary 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 changes must be made in writing to **St Therese's Primary School**.

Customer(s) may change the:

- Due date of payment
- Payment amount
- Frequency of payment

Customer(s) wishing to change the bank account details specified in the schedule of this request must provide a new signed 'Direct Debit Request' for such changes to be made.

4. In compliance with the industry's direct debit claims process, **St Therese's Primary School**, will assist customer(s) disputing any payment amount drawn on the nominated BSB & account in the schedule of this direct debit request. **St Therese's Primary 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 Therese's Primary 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 Therese's Primary 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 Therese's Primary 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, State & National Public Holidays.

8. Where an unpaid debit item is returned by the customer(s) Ledger FI, **St Therese's Primary School**, will, in accordance with the schedule of **St Therese's Primary 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 Therese's Primary School**, in writing not less than 7 days before the next scheduled debit drawing.
10. **St Therese's Primary 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.

Please direct all inquiries, disputes requests for payment changes or cancellation directly to **St Therese's Primary School** by phone on 5443 3200 or email debtors@stkennington.catholic.edu.au