

DIRECT DEBIT REQUEST



Request and Authority to debit the account named below to pay Catholic Church Endowment Society Inc					
Request and Authority	Surname or company name				
to debit	Given names or ACN/ARBN("you")				
	request and authorise Catholic Church Endowment Society Inc Debit User ID 113325 to arrange for any amount Catholic Church Endowment Society Inc may debit or charge you to be debited through the Bulk Electronic Clearing System from an account held at the financial institution identified below subject to the terms and conditions of the Direct Debit Request Service Agreement [and any further instructions provided below].				
Insert the name and address of financial institution at which account is held	Financial institution nameAddress				
Insert details of account	Name of account (holder)				
to be debited	BSB number - Account number				
	Family Billing Number				
Acknowledgment	By signing this Direct Debit Request you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and Catholic Church Endowment Society Inc as set out in this Request and in your Direct Debit Request Service Agreement.				
Payment Details	☐ The first debit may be made on / and at weekly / fortnightly / monthly / quarterly / half yearly / intervals after that				
, , , , , , , , , , , , , , , , , , , ,	□ Payment Amount is to be \$ and/or as amended in accordance with written instructions provided by you.				
	☐ This authority will remain in place until:/ (or)				
	□ Written request to cancel/suspend payments is provided by you.				
	(please delete one of these options)				
Please Tick	☐ I have received and read a copy of the Direct Debit Service Agreement I understand that the deduction amount should be in accordance with the School Fee schedule to				
Insert your signature, address and	ensure that all tuition fees are paid in full each year and that additional charges for extracurricular activities are not included in the School Fee schedule and that I will be required to make additional payments outside this agreement to cover these charges as they are incurred.				
Telephone No	μ.,				
	Signature				
	(If signing for a company, sign and print full name and capacity for signing eg. director)				
	Address				
	Date / / Telephone No:				
_	Child's Name				
FOR OFFICE USE ONLY:					

New Agreeme	nt /	Amendment of Ex	cisting Authority No
CDF Account Name	Star of the	Sea School	CDF Account Number: 1157
Date Received:			Date Loaded:



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).

transitional period means the period commencing on the industry implementation date for Direct Debit Requests (currently 31 March 2000) and concluding 12 calendar months from that date.

us or we means Star of the Sea School 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.

1. Debiting your account

- 1.1 By signing a *direct debit request, you* have authorised *us* to arrange for funds to be debited from *your account.*You should refer to the *direct debit request* and this *agreement* for the terms of the arrangement between *us* and *you*.
- 1.2 We will only arrange for funds to be debited from your account as authorised in the direct debit request.
- 1.3 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 previous *business day.*If *you* are unsure about which day *your account* has or will be debited *you* should ask *your financial institution*.

2. Changes by us

2.1 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.

3. Changes by you

- 3.1 Subject to 3.2 and 3.3, *you* may change the arrangements under a *direct debit request* by contacting *us* on (08) 8115 7400
- 3.2 If *you* wish to stop or defer a *debit payment you* must notify us in writing at least 28 days before the next *debit day*. This notice should be given to *us* in the first instance.
- 3.3 You may also cancel *your* authority for *us* to debit *your* account at any time by giving *us* 7 days notice in writing before the next *debit day*. This notice should be given to *us* in the first instance.

4. Your obligations

- 4.1 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*.
- 4.2 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*.
- 4.3 You should check your account statement to verify that the amounts debited from your account are correct
- 4.4 If National Australia Bank Limited A.C.N. 004 044 937 ("National") is liable to pay goods and services tax ("GST") on a supply made by the National in connection with this *agreement*, then *you* agree to pay the National on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.

5 Dispute

- 5.1 If you believe that there has been an error in debiting *your account, you* should notify *us* directly on (08) 8210 8211 and confirm that notice in writing with *us* as soon as possible so that we can resolve *your* query more quickly.
- 5.2 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.
- 5.3 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.

6. Accounts	You s	hould cl	heck:
		(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
7. Confidentiality	7.1	make our e	rill keep any information (including <i>your account</i> details) in <i>your direct debit request</i> confidential. We will reasonable efforts to keep any such information that we have about <i>you</i> secure and to ensure that any of employees or agents who have access to information about <i>you</i> do not make any unauthorised use, ication, reproduction or disclosure of that information.
	7.2	We w	ill only disclose information that we have about you:
		(a)	to the extent specifically required by law; or
		(b)	for the purposes of this <i>agreement</i> (including disclosing information in connection with any query or claim).
8. Notice	8.1	-	wish to notify <i>us</i> in writing about anything relating to this <i>agreement, you</i> should write to : 333 <i>Military Road, Henley Beach SA 5022</i>
	8.2	We w reque	ill notify you by sending a notice in the ordinary post to the address you have given us in the direct debit est.
	8.3	Any r	notice will be deemed to have been received two business days after it is posted.