



DIRECT DEBIT REQUEST

Sacred Heart Account Code: _____

Name: _____

Address: _____

Phone: _____ Email: _____

Amount and Frequency of Debit

Please check your Fee Statement and calculate your monthly or quarterly payments. Please note that unless you specify otherwise, your repayments will be adjusted in November to cover any additional charges throughout the year e.g. VET courses, camps, and electives. You do not need to submit a new form annually, as your regular payments will be adjusted to take into account annual fee increases.

Debit \$ _____ each month (Jan – Nov), with the **balance debited** in **November**

Debit \$ _____ each term (4 Terms - March, May, August, November) with the **balance debited** in **November**

CREDIT/DEBIT CARD AUTHORITY - processed on the 1st of the month

Card type: VISA Mastercard

Name on card: _____

Card number: _____

Expiry date: ___ / ___ / ___ CVV number: _____

DIRECT DEBIT AUTHORITY - processed on the 15th of the month

Account name: _____

Bank or institution: _____

BSB: _____ Account number: _____

I request and authorise Sacred Heart College Geelong 435180 to debit my account through the Bulk Electronic Clearing System (BECS) as detailed below to pay school fees. This authority remains in force until such time that I provide written instruction to amend or cancel this authority.

Signature: _____ Name: _____ Date: _____

Second account signatory (if Required)

Signature: _____ Name: _____ Date: _____

Please sign and return this to College Reception or email it to areceivable@shcgeelong.catholic.edu.au



Direct Debit Request Service Agreement

This is your Direct Debit Service Agreement with Mercy Education Ltd trading as Sacred Heart College Geelong, 435180, ABN: 69 154 531 870. It explains 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.

Please keep this agreement 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 authorisation.

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*.

banking 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*.

us or **we** means Mercy Education Ltd trading as Sacred Heart College Geelong, (the Debit User) *you* have authorised by requesting a *Direct Debit Request*.

you means the customer who has signed or authorised by other means the *Direct Debit Request*.

your financial institution means the financial institution nominated by *you* on the DDR at which the *account* is maintained.

1. Debiting your account
 - 1.1 By signing a *Direct Debit Request* or by providing *us* with a valid instruction, *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 *banking day*, we may direct *your financial institution* to debit *your account* on the following *banking day*. If *you* are unsure about which day *your account* has or will be debited you should ask *your financial institution*.
2. Amendments 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. Amendments by *you*
 - 3.1 *You* may change*, stop or defer a debit payment, or terminate (cancel) this agreement at any time by providing *us* with at least **40 days** notification by writing to:
areceivable@shcgeelong.catholic.edu.au
or
by telephoning *us* on **(03) 5222 0418** during business hours;

*Note: in relation to the above reference to 'change', your financial institution may change your debit payment only to the extent of advising us, Mercy Education Limited trading as Sacred Heart College, of your new account details.

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*.

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

- Disputes
- 4.3 If *you* believe there has been an error in debiting *your account*, *you* should notify *us* directly on areceivable@shcgeelong.catholic.edu.au or **(03) 5222 0418** 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 directly with *your* financial institution.
- 4.4 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.

5. *Accounts*
- You* should check:
- a) with *your financial institution* whether direct debiting is available from *your account* as direct debiting is not available through BECS 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
- 5.2 with *your financial institution* before completing the *Direct Debit Request* if *you* have any queries about how to complete the *Direct Debit Request*.

6. *Confidentiality*
- 6.1 *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.
- 6.2 *We* will only disclose information that *we* have about *you*:
- a) to the extent specifically required by law; or
- 6.3 for the purposes of this *agreement* (including disclosing information in connection with any query or claim).

7. *Notice*
- 7.1 If *you* wish to notify *us* in writing about anything relating to this *agreement*, *you* should write to: areceivable@shcgeelong.catholic.edu.au
- 7.2 *We* may send notices either electronically to *your* email address or by ordinary post to the address *you* have given *us*. If sent by mail, communications are taken to be received on the day they would be received in the ordinary course of post.