



DIRECT DEBIT AUTHORITY

Request and Authority to Debit

I/We have read the school fee payment option letter & service agreement attached and agree to its terms.
I/We authorise and request that this Direct Debit Request remain in force until cancelled, deferred or otherwise altered in accordance with the Service Agreement.

Account to be Debited: -

Note: Direct Debiting is not available on the full range of accounts. If in doubt, please refer to your financial institution.

Account Name:		
Bank & Branch Name:		
	Bank Name	Branch Name
BSB & Account Number:		
	BSB Number	Account Number

ACKNOWLEDGEMENT

I/We confirm account details are correct and that this request is signed by required number of authorised signatories. I/We agree to pay all amounts due in school fees within the School's agreed timeframe in any given year of periodic (due by end of February, May & August) or direct debit arrangements (of 10 monthly or 20 fortnightly due end of November). I/We agree that if we fail to pay in accordance with this clause, the School may:

- (a) Charge a late payment fee of 5% on all amounts paid after the due date;
- (b) Charge interest on debts at 20% per annum from time to time;
- (c) Charge a dishonour handling fee in the amount of \$95.00;
- (d) Recover all collections costs and expenses incurred in collecting overdue accounts on an indemnity basis;

Service Agreement

I/We request that St Andrew's Grammar debit my/our account in accordance with our agreement and subject to conditions below:

- 10 Monthly Instalments of \$_____ to be paid within (___) February to (___) November
- 20 Fortnightly Instalments of \$_____ to be paid within (___) February to (___) November

This Payment authority will remain valid and ongoing until the outstanding school fee account is paid in full.

1. Print Full Name: - _____

Customer Signature: - _____

2. Print Full Name: - _____

Customer Signature: - _____

3. Address: - _____

Date: - _____

Office Use Only	
Date Received: _____	Processed by: _____

ALL FORMS MUST BE COMPLETED AND RETURNED TO THE SCHOOL FINANCE OFFICER BY 10 FEBRUARY 2021



ANNEXURE C

DIRECT DEBIT REQUEST SERVICE AGREEMENT- Please initial this document.

1. St. Andrew's Grammar 41 939 014 428 ("Debit User") will initiate direct debit payments in the manner referred to in the Schedule.
2. Debit payments will be made when due. The Debit User will not issue individual confirmation of payments made.
3. The Debit User will give the customer at least 14 days' written notice if the Debit User proposes to vary details of this arrangement, including the amount and frequency of payments.
4. If the customer wishes to defer any payment or alter any of the details referred to in the Schedule, the customer must write to the Debit User at the following address: 2 Hellenic Drive, DIANELLA WA 6059.
5. Any queries concerning disputed debit payments must be directed to the Debit User in the first instance. Customers may obtain details of the claims process by contacting the Debit User on 9376 5850.
6. Direct debiting is not available on the full range of accounts at all financial institutions. If in doubt, the customer should check with their financial institution before completing this Direct Debit Request.
7. The customer should ensure that the account details given in the Schedule are correct by checking them against a recent statement from the financial institution at which the account is held.
8. By signing this Direct Debit Request, the customer warrants and represents that he/she/they is/are duly authorised to request the debiting of payments from the account described in the Schedule.
9. It is the customer's responsibility to have sufficient cleared funds available in the account to be debited to enable debit payments to be made in accordance with this Direct Debit Request.
10. If a debit payment falls due on any day which is not a business day, the payment will be made on the next business day.
11. If a debit payment is returned unpaid, the customer may be charged a fee for each unpaid item.
12. Customers wishing to cancel this Direct Debit Request or to stop individual debit payments must give at least 7 days' written notice to the Debit User at the address referred to above.
13. Except to the extent that disclosure is necessary in order to process debit payments, investigate and resolve disputed transactions or is otherwise required by law, the Debit User will keep details of the customer's account and debit payments confidential.

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