



Holy Saviour

Parish Primary School

www.hsvs.catholic.edu.au



principal@hsvs.catholic.edu.au



@HolySaviourPS



@holy_saviour_ps_vs



@HolySaviourPS

Vermont South

765 Highbury Road, Vermont South,

Vic 3133

Phone: 9803 6828

2023 Payment Commitment & Authority Form

Please return by Friday 3 February 2023

Instalments commence:

Weekly:	Wednesday	08/02/23	44 instalments
Fortnightly:	Wednesday	08/02/23	22 instalments
	Or	15/02/23	22 instalments
Monthly		15/02/23	10 instalments

All 2023 accounts must be finalised by 6 December 2023

Fee payer information

Holy Saviour account code (located top right on tax invoice fee statement) _____

First Name _____ Surname _____

Phone _____ Email _____

Address _____

Agreement & Payment Commitment Options

I/We hereby accept responsibility for payment of the 2023 school fees and levies at Holy Saviour School, Vermont South.

- ☐ Full payment of school fees & levies prior to Thursday 6 April 2023 (\$129 discount applies)
- ☐ Payment per term, prior to the term starting (4 equal payments due 27/01, 21/04, 07/07 & 29/09)

I wish to pay instalments:

- ☐ Weekly (Wednesdays) ☐ Fortnightly (Wednesdays) ☐ Monthly (15th day of month)
- Instalment amount \$ _____ Commencing ____/____/____

I wish to pay instalments by

☐ Credit Card ☐ or

☐ Direct Debit

If credit card, complete the following:

If direct debit, complete the following:

Name on Card _____

Account Name _____

☐ Visa ☐ Mastercard

BSB/Branch Number _____

Credit Card Number

Account Number _____

Bank Name _____

Expiry Date ____/____/____

I/We request and authorise Holy Saviour Primary School (User ID 610550), to arrange, through its own financial institution, to debit funds from my/our nominated account at the financial institution shown above according to the details This debit will be made through the Bulk Electronic Clearing System (BECS) from your account held at the financial institution you have nominated below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement. I understand that I may change my banking details or cancel this agreement by emailing office@hsvs.catholic.edu.au a minimum 10 days in advance.

Signature _____

Date _____



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Direct Debit Request (DDR) Service Agreement

Our commitment to you

This document outlines our service commitment to you, in respect of the Direct Debit Request (DDR) arrangements made between Holy Saviour Primary School (ABN 80 142 108 161)(User ID 610550) and you. Direct Debit arrangements pertain to requests to deduct money from your financial institution account. The agreement is designed to explain 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.

We recommend you keep this agreement in a safe place 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 form.

Drawing arrangements

- The first drawing under this Direct Debit arrangement will occur on the nominated date.
- We will only arrange for funds to be debited from your account as authorised in the Direct Debit Request.
- 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.
- 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 to the address you have given us in the Direct Debit Request.
- 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.
- We will only disclose information that we have about you to the extent specifically required by law; or for the purposes of this agreement (including disclosing information in connection with any query or claim).

Your rights

Changes to the arrangement

You may change, stop or defer a debit payment, or terminate this agreement by providing us with at least fourteen (14) days notification by

- telephoning us on 9803 6828 during business hours;
- writing to: Holy Saviour Primary School, Administration Office; or
- arranging it through your own financial institution.

Enquiries

You may enquire about anything relating to your Direct Debit arrangement by contacting the Holy Saviour Primary School, Administration office by email: office@hsvs.catholic.edu.au

Disputes

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

If you believe that there has been an error in debiting your account, you should notify us directly on 9803 6828 or email: office@hsvs.catholic.edu.au 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 with your financial institution direct.

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.

Your commitment to us

It is your responsibility to ensure that:

- your nominated account can accept direct debits (your financial institution can confirm this); and
- your account details which you have provided to us are correct by checking them against a recent account statement; and
- 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.

If there are insufficient clear funds in your account to meet a debit payment you may be charged a fee and/or interest by your financial institution. You may also incur fees or charges imposed or incurred by us; and 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.