



Please fill in the attached forms and return to the school office.

Fee Payment Intention Form 2022

Direct Debit Request Authority Form
& Service Agreement

Please return forms by Friday 19th November 2021



Fee Payment Intention Form 2022

The school offers a weekly, fortnightly or monthly Direct Debit facility. We **strongly recommend this option of payment**. If you wish to use this facility please indicate this option below.

- The school is registered to receive fees via **Centrepay**. Please contact the office or Centrelink if you wish to sign up for this service or require more information.
- **Please indicate if you will be contributing via Centrepay**

EVERY FAMILY TO COMPLETE

Please indicate your method of payment & return this sheet to the school office.

Fees & Levies Payment Intention Form 2022

Parent Family Name: _____
(PLEASE PRINT)

Child/ren's Full Name:

_____	Grade _____
_____	Grade _____
_____	Grade _____
_____	Grade _____

➤ I/we wish to use the school's **Direct Debit Facility** Yes / No

➤ **If yes:** (Please Tick your preference) ☐ - Weekly ☐ - Fortnightly ☐ - Monthly ☐ - Quarterly

➤ **If no:** please indicate your frequency and method of payment - (Please Tick)

☐ **Weekly / Fortnightly**

☐ **Monthly**

☐ **Each Term**

☐ **Once a year**

Cross out which is not applicable

☐ **Centrepay**

☐ **Internet Banking**

☐ **Eftpos** (at the office)

☐ **Cash** (at the office)

☐ **Cheque** (at the office)

St Marys General Account (National Australia Bank)

BSB: 083-543

Acc: 4578 12500

Ref: "Child/ren's name"

Signature/s: _____ Date: _____

- If you have indicated "Yes" to using the **Direct Debit facility**, please fill in the attached authority indicating your preference **of weekly / fortnightly / monthly or quarterly payments**.
- If you have been paying your fees by **Direct Debit** this year and wish to continue this method in 2022 **you are required to sign a new authority**.
- Please calculate your instalment amount for 2022 using the example in the Fees & Levies Schedule. Please see the Direct Debit Scheduled for processing dates.
- **You are required to sign a new authority and return this to the School Office by Friday 19th November.**



ST MARY'S PRIMARY SCHOOL

McLennan Street, Mooroopna, Vic, 3629
Telephone (03) 5825 2858
office@smmoooopna.catholic.edu.au

Direct Debit Request

Request and Authority to Debit the account named below to pay
St. Mary's School Mooroopna School Fees & Levies

I, We

Customer name(s) giving DDR

fee payer of

Student Name/s and Year Level

Authorise St. Mary's School (User ID 324013) to arrange through it's own Financial Institution, for funds to be debited from **my/our account**, through the Bulk Electronic Clearing System as described in The Schedule below.

Payment Details:

The payment is for Fees, Levies and charges. Identified by Family name/ Fee account number. _____

THE SCHEDULE

DETAILS OF ACCOUNT TO BE DEBITED

Account name

Name of Bank

Branch Name

BSB Number

			-			
--	--	--	---	--	--	--

Account Number

--	--	--	--	--	--	--	--	--	--	--	--

(Please note direct debiting is not available on the full range of accounts. If in doubt, please refer to your Financial Institution.)

Amount

\$ _____

Frequency

Weekly

Fortnightly

Monthly

Quarterly

Commencement Date

Refer to Schedule

DIRECT DEBIT REQUEST AUTHORISATION

I/we have read the "Service Agreement" overleaf and acknowledge and agree to same.

I/we request this Arrangement remain in force in accordance with The Schedule described above and in compliance with the "Service Agreement" overleaf.

Customer(s) Signature: _____

Date: _____

Customer(s) Signature: _____

Date: _____

DIRECT DEBIT / CREDIT CARD REQUEST SERVICE AGREEMENT

1. St. Mary's School, Mooroopna (Debit User) will initiate debit items in the manner referred to in The Schedule.
2. St. Mary's School (Debit User) will provide 14 days written notice if it proposes to vary details of this arrangement including, without limitation, the amount and frequency of payments. I/we may contact St. Mary's School about any proposed change before it takes place.
3. If I/we wish to defer, cancel any payment or alter any of the details referred to in The Schedule, I/we must contact St. Mary's School (Debit User).
4. In compliance with the Industry's Direct Debit Claim process, St. Mary's School will assist customers disputing any debit item drawn on the nominated BSB/account in The Schedule of this direct debit request. St. Mary's School will endeavor to resolve this matter within the agreed Industry timeframes. Customers can contact their bank should they be unable to resolve the issue and complete a "Direct Debit System Claim form" to initiate the process.
5. Direct debiting is not available on the full range of accounts of all financial institutions and I/we must check that the financial institution referred to in the first part of The Schedule will accept direct debits under this arrangement.
6. It is my/our responsibility to have sufficient clear funds available in the account to be debited when each payment is due to permit the payment of debit items of this request.
7. If payment falls due on any day which is not a business day, the payment will be made on the next business day.
8. If a debit item is returned unpaid, I/we may be charged a fee for each such item.
9. If I/we wish to cancel this Direct Debit Request or stop individual debit items from time to time, I/we must give St. Mary's School **seven day's notice**. Customers may cancel DDR through their bank.
10. St. Mary's School requests the customer to direct all enquiries, disputes or requests for payment change or cancellation to St. Mary's School (Debit User).
11. In the event that a debit item is initiated as the result of the fraud of the third party, I/we shall not be liable for the payment.
12. Except to the extent that disclosure is necessary in order to process debit items or as otherwise may be required by law, details of your accounts will remain confidential to St. Mary's School (Debit User).