St Mary's School 15-33 Bridlington Ave Echuca 3564 0354821342 Email: fees@smechuca.catholic.edu.au	**Direct Debit Request**

Request and Authority to debit	**Your Surname:** _____ **Your Given Name** _____ *you"* request and authorise **St Mary's School Echuca ABN 77 914 476 179** to arrange a debit to your nominated account to pay for **school fees**. This debit or charge will be arranged by **St Mary's School Echuca** financial institution and made through the Bulk Electronic Clearing System Framework (BECS) from *your* nominated account and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.
Amount of debit	Any amount **St Mary's Echuca** has deemed payable by *you* **OR** The amount specified in the invoice we have sent you, for payment on a due date **OR** $_____ ☐ **Weekly** ☐ **Fortnightly** ☐ **Monthly** ☐ **Quarterly** ☐ **Annually** continuing until **cancellation.**
Your account to be debited	**Account Name:** _____ **Financial Institution** _____ **BSB Number |___|___|___| - |___|___|___|** **Account Number** |___|___|___|___|___|___|___|___|___|
Your contact details	**Address:** _____ __ _____ **Email:** _____ **Phone:** _____

Confirmation	By signing and/or providing us with a valid instruction in respect to your Direct Debit Request you confirm that: • you are authorised to operate the nominated account; and • you have understood and agreed to the terms and conditions set out in this Request and in your Direct Debit Request Service Agreement.
Your Signature	**Signed in accordance with the account authority on your account:** **Signature:**
Second account signatory (if required)	**Signed in accordance with the account authority on your account:** **Signature:** **Name:** _____ **Email:** _____ **Phone:**_____

St Mary's School 15-33 Bridlington Ave Echuca 3564 0354821342 www.smechuca.catholic.edu.au	# Direct Debit Request Service Agreement

This is your Direct Debit Service Agreement with St Mary's School Echuca 77 914 476 179 (the Debit User). 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 written, verbal or online request between *us* and *you to debit funds from your account.*
	us or ***we*** mean **St Mary's School Echuca,** (the Debit User) *you* have authorised by requesting a *Direct Debit Request.*
	you mean the customer who has authorised the *Direct Debit Request.*
	your financial institution means the financial institution at which you hold the *account* you have authorised us to debit.

1. Debiting your account	1.1	By submitting a *Direct Debit Request*, *you* have authorised *us* to arrange for funds to be debited from *your account.* The *Direct Debit Request* and this *agreement* set out 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.*
		or
		We will only arrange for funds to be debited from *your account* if *we* have sent to the address nominated by *you* in the *Direct Debit Request*, a billing advice which specifies the amount payable by *you* to *us* and when it is due.
	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 sent to the preferred email or address you have given us in the Direct Debit Request.

3. How to cancel or change direct debits	*You* can:
	(a) cancel or suspend the Direct Debit Request; or
	(b) change, stop or defer an individual debit payment at any time by giving us at least **[28] days** notice.
	To do so, contact us at St Mary's School Echuca
	or
	by telephoning us on (03) 54821342 during business hours;
	You can also contact your own financial institution, which must act promptly on your instructions.

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) we may charge you reasonable costs incurred by *us* on account of there being insufficient funds*;* 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.
5	Dispute	5.1 If you believe that there has been an error in debiting *your account, you* should notify us directly on **finance@smechuca.catholic.edu.au** Alternatively you can contact your financial institution for assistance. 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 within a reasonable period for *your financial institution* to adjust *your* account (including interest and charges) accordingly. W*e* 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 in writing.
6.	Accounts	*You* should check: (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 *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. 7.2 *We* will only disclose information that *we* have about *you*: (a) to the extent specifically required by law; or (b) for the purposes of this *agreement* (including disclosing information in connection with any query or claim).
8.	Contacting each other	8.1 If *you* wish to notify *us* in writing about anything relating to this *agreement, you* should write to **St Mary's School Echuca 15-33 Bridlington Ave Echuca 3564** 8.2 *We* will notify *you* by sending a notice to the preferred address or email *you* have given *us* in the *Direct Debit Request*. 8.3 Any notice will be deemed to have been received on the second *banking day* after sending.