

Direct Debit Request (DDR)



Fee Payment Frequency

<input type="checkbox"/> Weekly (40 instalments) <i>26th February 2026 to</i> <i>26th November 2026</i>	<input type="checkbox"/> Fortnightly (20 instalments) <i>26th February 2026 to</i> <i>26th November 2026</i>	<input type="checkbox"/> Monthly (10 instalments) <i>26th February 2026 to</i> <i>26th November 2026</i>	<input type="checkbox"/> Quarterly (4 instalments) <i>26 February, 21 May,</i> <i>27 August &</i> <i>26 November 2026</i>
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Part A – Your Details

School Fee Account No./Code:

Name of Student(s)

Name of School Fee Account:

Residential Address:

Suburb:

Postcode:

Mobile Phone:

Email:

Part B – Schedule

Instalment amount: \$

Payment date and amount must be aligned to fee payment option plus any additional costs (e.g. agreed extra-curricular activities). The school will adjust the payment amount based on total costs incurred and the requested fee payment frequency.

Payments will be continued until further notice in accordance with the Direct Debit Request Service Agreement.

Part C - Acknowledgement and Agreement

By signing below, we acknowledge and agree that:

- We are jointly and severally liable for all Fees and Charges incurred while the student is enrolled at Mary MacKillop Catholic Regional College.
- All Mary MacKillop Catholic Regional College fee policies and General Regulations continue to apply in full.
- Payment by instalment is an approved payment arrangement. Failure to meet instalment obligations may result in cancellation of the payment arrangement and the full outstanding balance becoming immediately due and payable.

Signatures/Authorisations

Parent/Guardian 1

Parent/Guardian 2

Name:

Name:

Signature:

Signature:

Date:

Date:

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Part D – Authorisation Cheque/Savings Account or Credit Card

(Select One Option)

Cheque/Savings Account Authorisation

I/We request and authorise Mary MacKillop Catholic Regional College (**User ID 169381**) to arrange, through its financial institution, for amounts payable by me/us to be debited from my/our nominated bank account.

This debit will be made through the Bulk Electronic Clearing System (BECS) from the account held at the financial institution detailed below and will be subject to the terms and conditions of the **Direct Debit Request Service Agreement (DDRSA)**.

Financial Institution:

Branch:

Account Name:

BSB:

Account No:

By signing and/or providing a valid instruction in respect of this Direct Debit Request, I/we confirm that I/we have read, understood, and agree to the terms and conditions governing the debit arrangements between me/us and Mary MacKillop Catholic Regional College, as set out in this request and in the Direct Debit Request Service Agreement.

If the nominated account is a joint account, both account holders must sign under Part C of this agreement.

Credit Card Authorisation

I authorise Mary MacKillop Catholic Regional College to debit my nominated credit card for amounts payable by me/us in accordance with the school's fee and payment arrangements.

Debits will be processed in accordance with the School's **Fee Summary**, including any applicable card acceptance rules and transaction surcharges.

Card type: Mastercard Visa

Card Number:

Expiry Date:

Cardholder Name:

Cardholder Signature:

If a scheduled payment date falls on a non-banking day, the debit will be processed on the next banking day.

If a credit card payment is declined, Mary MacKillop Catholic Regional College will attempt to process the payment again on the following banking day.

Direct Debit Request (DDR)



Direct Debit Request Service Agreement (DDRSA)

This is your Direct Debit Request Service Agreement with **Mary MacKillop Catholic Regional College (User ID 169381)**. It explains your obligations when entering a Direct Debit arrangement with the school and outlines our obligations to you as your Direct Debit provider.

This agreement forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read together with your DDR authorisation. Please retain a copy for your records.

How to contact us

Phone: 03 5662 4255

Mail: 115 Horn Street Leongatha Vic 3953

Email: fees@mmrc.catholic.edu.au

All correspondence should include your Debtor ID or Account Number. You may also contact your financial institution.

Definitions

account means the account held at your financial institution from which we are authorised to debit funds.

agreement means this Direct Debit Request Service Agreement between you and us.

banking day means a day other than a Saturday, Sunday, or a public holiday observed nationally in Australia.

debit day means the day payment to us is due.

debit payment means a particular debit transaction.

direct debit request (DDR) means the Direct Debit Request between you and us.

School means Mary MacKillop Catholic Regional College (User ID 169381)

us / we means Mary MacKillop Catholic Regional College (User ID 169381).

you means the customer who has signed or otherwise authorised the Direct Debit Request.

your financial institution means the institution nominated by you on the DDR.

Debiting your account

By signing or otherwise authorising a Direct Debit Request, you authorise us to arrange for funds to be debited from your nominated account in accordance with this agreement and your DDR.

We will only debit your account as authorised in the DDR and after issuing a billing advice that specifies the amount payable and the due date.

If a debit day falls on a non-banking day, the debit may be processed on the next banking day. If you are unsure when your account will be debited, please contact your financial institution.

Payments made using a nominated credit card may incur a surcharge. Refer to the school's published Fee Summary for accepted cards and applicable surcharges.

Default, cancellation, and acceleration

If a debit payment is missed, dishonoured, or otherwise not received by the due date, **Mary MacKillop Catholic Regional College** may suspend or cancel the Direct Debit arrangement and, where applicable, withdraw instalment payment options.

If a Direct Debit arrangement is suspended or cancelled due to non-payment, the full outstanding balance of all Fees and Charges will become immediately due and payable.

Suspension or cancellation of a Direct Debit arrangement does not waive or reduce your obligation to pay all Fees and Charges incurred, in accordance with the School's General Regulations and Fee Summary.

Amendments by us

We may vary the details of this agreement or a Direct Debit Request by providing you with at least seven (7) days written notice.

Direct Debit Request (DDR)



Amendments by you

You may change, stop, defer, or cancel a debit payment, or terminate this agreement, by providing the school with at least seven (7) days' notice by email or phone during business hours, or by arranging it directly through your financial institution, which is required to act promptly on your instructions.

Please note that:

- your financial institution may charge you a fee or interest
- you may incur fees or charges imposed by the school
- you must arrange an alternative payment method or ensure sufficient cleared funds are available
- You should check your account statements to confirm that amounts debited are correct.

Disputes

If you believe there has been an error in debiting your account, please notify us on 03 5662 4255 and confirm the details in writing as soon as possible. Alternatively, you may raise the matter directly with your financial institution.

If an error is confirmed, we will arrange for your financial institution to adjust your account accordingly and notify you in writing. If no error is found, we will provide written reasons and supporting information.

Accounts

You should confirm that:

- direct debit is available on your nominated account
- the account details provided are correct
- you understand how to complete the Direct Debit Request

Confidentiality

We will keep all information relating to your Direct Debit Request confidential and secure. Information will only be disclosed where required by law or for the purposes of administering this agreement.

Notices

If you wish to notify the school in writing regarding this agreement, please use the contact details provided above. Notices issued by the school will be sent to the postal or email address recorded in the Direct Debit Request and will be deemed received on the third banking day after sending.