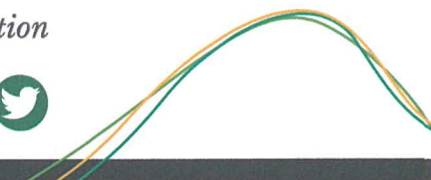
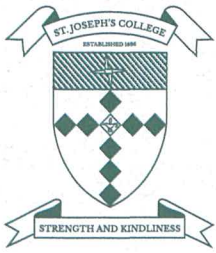




Direct Debit Request (DDR)

Customers Authority:	I,	Customers name:	<input style="width: 100%;" type="text"/>	
		For student/s:	<input style="width: 100%;" type="text"/>	
		Authorise and request	<input style="width: 100%; text-align: center;" type="text" value="St Joseph's College"/>	
To arrange for funds to be debited from my/our account at the financial institution identified below and as prescribed below through the Bulk Electronic Clearing System.				
Customers Address:	<input style="width: 100%;" type="text"/>			
	Post Code: <input style="width: 100%;" type="text"/>			
Phone:	M: <input style="width: 100%;" type="text"/>	H: <input style="width: 100%;" type="text"/>	W: <input style="width: 100%;" type="text"/>	
Details of the Account to be debited:	Bank: <input style="width: 100%;" type="text"/>		Branch: <input style="width: 100%;" type="text"/>	
Account Details	Account Name: <input style="width: 100%;" type="text"/>			
	BSB: <input style="width: 100%;" type="text"/>		Account No: <input style="width: 100%;" type="text"/>	
Debit amount:	I request that St Joseph's College debit my/our account in accordance with my/our agreement.			
	Maximum amount to be debited	\$ <input style="width: 100%;" type="text"/>	weekly / fortnightly <i>(circle preferred cycle)</i>	
	Commence on	FRI	<input style="width: 100%;" type="text"/>	
	When my current year's fees are paid in full, I would like to continue my debits and go into Credit for the next year's school fees			
	Yes	<input type="checkbox"/>	OR/	No <input type="checkbox"/>
	If you answered "No" above do you wish for us to recommence automatically in the new School year?			
	Yes	<input type="checkbox"/>	OR/	No <input type="checkbox"/>
Declaration:	I/we authorise the following:			
	1. The Debit User to verify the details of the above mentioned account with my/our Financial Institution			
	2. The Financial Institution to release information allowing the Debit User to verify the abovementioned account details.			
	Signature:	<input style="width: 100%;" type="text"/>	Date:	<input style="width: 100%;" type="text"/>
	Signature:	<input style="width: 100%;" type="text"/>	Date:	<input style="width: 100%;" type="text"/>
On signing above I/we acknowledge that I/we have read and understand the Direct Debit Request Service Agreement as written on the back of this Direct Debit Request.				





Direct Debit Request Service Agreement

Please ensure you have read the following before sending in your Direct Debit Request (DDR).

1. St Joseph's College may vary this agreement at any time by giving you at least 14 days' notice.
2. By signing a Direct Debit Request, you request and authorise us to arrange for funds to be debited from your account according to the fees agreement we have with you or a third party. The amounts drawn will be as due under that fees agreement or any agreed variations to it thereafter or any greater amount which you or a third party instruct us to draw, provided such instruction is given in the manner specified in the operating authority held by us in connection with your account.
3. We will only arrange for funds to be debited from your account:
 - a) As requested and authorised in the Direct Debit Request; and/or
 - b) According to any notice sent to you specifying the amount payable and the date the payment is due.

The payment will be deducted from your nominated account on the payment due date. If the due date for payment falls on a non-working day or public holiday, the payment will be processed on the next working day.

4. It is your responsibility to ensure that you have sufficient funds in the nominated account when payments are to be drawn. If you do not have sufficient funds, the transaction will be rejected and a dishonour fee may be charged by your financial institution. We treat these payments as if they were never made.
5. You should be aware that:
 - a) Direct Debiting through the Bulk Electronic Clearing System is not available on all accounts
 - b) Account details should be checked against a recent statement from your financial institution. If you are in any doubt, you should check with your financial institution before completing the Direct Debit Request; and
 - c) It is your responsibility to advise us if your nominated account is altered, transferred or closed.
6. For all matters relating to the Direct Debit arrangements, including any disputes, the customer will need to:
 - a) Call our office on 03 5482 2577; and/or
 - b) Visit our office during the hours of 8.30am to 4.00pm Monday to Friday;
 - c) Send written correspondence to the address 21 Dickson Street, Echuca VIC 3564 or email finance@sje.vic.edu.au outlining the request/issue;
 - d) Allow up to 10 days for the amendments to take effect.
7. All customer records and account details will be kept private and confidential to be disclosed only at the request of the customer or Financial Institution in connection with a claim made to an alleged incorrect or wrongful debit, or otherwise as required by law.