



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

Fee Payment Intention Form 2019

Direct Debit Request Authority Form



Fee Payment Intention Form 2019

The school offers a 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 2019

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) - Fortnightly or - Monthly

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

Fortnightly Monthly Each Term Once a year

Centrepay **Internet Banking** **St Marys General Account** (National Australia Bank)
BSB: 083-543
Acc: 4578 12500
Ref: "Child/ren's name"

- If you have indicated "Yes" to using the **Direct Debit/Credit Card facility**, please fill in the attached **authority** indicating your preference of fortnight or monthly payments.
- If you have been paying your fees by **Direct Debit/Credit Card** this year and wish to continue this method in 2019 **you are required to sign a new authority**.
- Please calculate your instalment amount for 2019 using the example in the covering letter. The scheduled dates for deductions is attached.
- **You are required to sign a new authority and return this to the School Office.**



ST MARY'S PRIMARY SCHOOL

McLennan Street, Mooroopna..3629
Telephone 5825 2858 Fax 5825 4026

**Direct Debit & Credit
Card Request**

Request and Authority to Debit the account or Credit Card named below to pay
St. Mary's Primary School Mooroopna School Fees

I, We _____ of
Customer name(s) giving DDR

Customer address

Postcode: _____

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

Payment Details:

The payment is for Tuition, Fees and charges.

Identified by Family name/ Fee account number. _____ Amount of \$ _____

THE SCHEDULE

DETAILS OF ACCOUNT TO BE DEBITED FOR DIRECT DEBIT

Account held in the name of: _____ Name of Bank _____

Branch where account is held _____

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.)

Direct Debiting to commence on _____ and thereafter on a fortnightly / monthly frequency.

DETAILS OF CREDIT CARD TO BE DEBITED

Name of Card Holder _____

Please charge my Credit Card Type: _____ Visa / Mastercard (please circle) Exp Date

Card Number CCV

Name on Card _____ Signature _____

DIRECT DEBIT / CREDIT CARD 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 Primary School, Mooroopna (Debit User) will initiate debit items in the manner referred to in The Schedule
2. St. Mary's Primary 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 / Credit Card Request or stop individual debit items from time to time, I/we must give St. Mary's School seven days 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).