Our Lady of the Assumption Primary School
2027 Direct Debit Form

Fee payer Details

Fee payer name:_____ School fee account number:_____

Fee payer address:_____

Fee payer contact number:_____

Instalment Option
Instalment amount: $_____

Weekly x 30 Instalments	**Monthly x9 Instalments**
☐ Starting Friday 19 February 2027	☐ **Commencing F/N 1** Friday 19 February 2027 ☐ **Commencing F/N 2** Friday 5 March 2027
Equal Instalments x 4	**Annual payment**
☐ Instalments: Friday 19 February 2027 Friday 7 May 2027 Friday 6 August 2027 Friday 29 October 2027	☐ Full payment Thursday 25 March 2027 (End of term 1)

Recurring Payment

☐ Elect to continue Direct Debit year upon year where school advises each year the payment
☐ Cease Direct Debit at the end of the year

- I/We request and authorise Our Lady of the Assumption Primary School User ID 628252, to arrange, through its own financial institution, to debit funds from my/our nominated account at the financial institution shown below according to the details specified.
- I/We are aware that a dishonour fee may be charged to our Fee Account if any payments are dishonoured by my/our bank.
- I/We are aware that if I/we wish to cancel, change or defer a direct debit payment. I/we must notify the school in writing at least 7 days prior to the next payment date

_____ _____ _____
Name of account holder | Signature of account holder | Date

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

Direct Debit

Account name:_____ Bank:_____

Account BSB:_____ Account number:_____

Credit card

Credit card number:_____

Expiry date:_____/_____ Card holder name:_____

Direct Debit Request (DDR) Service Agreement

Our commitment to you

This document outlines our service commitment to you, in respect of the Direct Debit Request (DDR) arrangements made between Our Lady of the Assumption School, ABN: 83 259 276 700 (User ID 628252) and you. Direct Debit arrangements pertain to requests to deduct money from your financial institution account. The agreement is designed to explain 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.

We recommend you keep this agreement in a safe place 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 form.

Drawing arrangements

- The first drawing under this Direct Debit arrangement will occur on the nominated date.
- We will only arrange for funds to be debited from your account as authorised in the Direct Debit Request.
- 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.
- We may vary any details of this agreement or a Direct Debit Request at any time by giving you at least thirty (30) days written notice to the address you have given us in the Direct Debit Request.
- 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.
- We will only disclose information that we have about you to the extent specifically required by law; or for the purposes of this agreement (including disclosing information in connection with any query or claim).

Your rights

Changes to the arrangement

You may change, stop or defer a debit payment, or terminate this agreement by providing us with at least fourteen (14) days notification by

- telephoning us on **9584 9488** during business hours;
- writing to: Our Lady of the Assumption Primary School, 9 Centre Dandenong Road, Cheltenham Vic 3192
- arranging it through your own financial institution.

Enquiries

You may enquire about anything relating to your Direct Debit arrangement by contacting Our Lady of the Assumption Primary School office on 9584 9488.

Disputes

You should check your account statement to verify that the amounts debited from your account are correct.

If you believe that there has been an error in debiting your account, you should notify us directly on **9584 9488** and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly. Alternatively you can take it up with your financial institution directly.

If we conclude as a result of our investigations that your account has been incorrectly debited we will respond to your query by arranging for your financial institution to adjust your account (including interest and charges) accordingly. We will also notify you in writing of the amount by which your account has been adjusted.

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.

Your commitment to us

It is your responsibility to ensure that:

- your nominated account can accept direct debits (your financial institution can confirm this); and
- your account details which you have provided to us are correct by checking them against a recent account statement;
- and 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.

If there are insufficient clear funds in your account to meet a debit payment you may be charged a fee and/or interest by your financial institution. You may also incur fees of $54.00 for each transaction that cannot be processed and 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.

Richard Jacques
Principal