



# Direct Debit Request (DDR)

PLEASE NOTE: *This form must be sent back with the Enrolment Contract*

STUDENT NAME: \_\_\_\_\_

PARENT/GUARDIAN NAME: \_\_\_\_\_

### Please select preferred payment method

I will pay my school fees upfront (a statement will be sent in February)

I would like to speak with someone regarding the school fees (our Finance Office will contact you)

#### DIRECT DEBIT PAYMENT

I/we request and authorise to arrange Red Bend Catholic College (**APCA User ID No. 404717 - ABN 70 721 984 562**) to direct debit school fees from my account on a **WEEKLY | FORTNIGHTLY | MONTHLY** (please circle one) basis from the account specified below. **Please commence payments from \_\_ / \_\_ / 2023**

This authority allows the debiting of amounts payable by the Customer under the Agreement between the Customer and Red Bend Catholic College. I / We request you arrange for funds to be debited from my / our account at the financial institution identified below as prescribed through the Bulk Electronic Clearing System or to debit my / our account by other means. This authorisation is to remain in force in accordance with the terms described in the Service Agreement attached. I / We also authorise Red Bend Catholic College to alter the instalment amount debited as a result of annual fee increases or additional charges from the date these movements occur to ensure the fee account is paid in full by 30th November each year in accordance with the College's fee collection policy.

**NOTE:** Direct debiting is not available on the full range of accounts. If in doubt, please refer to your bank/financial institution.

Name of Financial Institution

Branch name

Account name (please insert your name(s) in full)

BSB Number

Account Number

ABN/ARBN (if applicable)

#### CREDIT CARD PAYMENT

I authorise credit card payments (please circle) **WEEKLY | FORTNIGHTLY | MONTHLY**

CARD TYPE (please circle) VISA | MASTERCARD

Card Number \_\_\_\_\_ Expiry date \_\_\_\_ / \_\_\_\_

**Please commence payments from \_\_ / \_\_ / 2023**

I/We also authorise the following:

- The Debit User (Red Bend Catholic College) to verify (if need be) the details of the abovementioned account with my/our Financial Institution.
- The financial institution to release information allowing the Debit User to verify account details above.
- By signing and/or providing us with a valid instruction in respect to your Direct Debit Request, you have confirmed that:
  - you are authorised to operate on 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.
- Signed in accordance with the account authority on your account:

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Direct Debit Request - Service Agreement (**DDRSA**)

- 1 The Debit User must provide for not less than 14 days' notice to the Customer if there is a variation to any of the debit arrangements.
- 2 By signing the Direct Debit Request, you authorise the College to arrange for funds to be debited from your Account in accordance with the Agreement.

The College will only arrange for funds to be debited from your account per the following:

- (a) as requested and authorised in the Direct Debit Request;
- (b) a change as requested by the family.

The payment will be deducted from your nominated account on the specified date specified in this document. If the payment date falls on a public holiday, the payment will be processed on the next working day.

- 3 It is your responsibility to ensure that:
  - (a) you have sufficient cleared funds in the nominated account when the payments are to be drawn;
  - (b) the authorisation to debit the Account is in the same name as the Account signing instruction held by the Financial Institution where the Account is held;
  - (c) suitable arrangements are made if the direct debit is cancelled: by yourself; by your Financial Institution; or  
- For any other reason.
- 4 For returned unpaid transactions, the following procedures or policies will apply:
  - (a) we treat the payment as if it was never made;
  - (b) A dishonour fee may be applied for drawings that are returned unpaid. We reserve the right to cancel the Direct Debit Request at any time if drawings are returned unpaid by your Financial Institution.
- 5 Please be aware that:
  - (a) Direct Debiting through the Bulk Electronic Clearing System (BECS) is not available on all accounts; and
  - (b) You should check your Account details (including the Bank State Branch (BSB) number) directly against a recent statement from your Financial Institution. If you are in any doubt, please 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 If the due date for payment falls on a day other than a Banking Business Day, the payment will be processed on the next Banking Business Day. If you are uncertain when the payment will be debited from your Account, please check with your Financial Institution.
- 7 All Customer records and Account details will be kept private and confidential to be disclosed only at your request or at the request of the Financial Institution in connection with a claim made to correct/investigate an alleged incorrect or wrongful debit or otherwise as required by law.
- 8 If any provision of this DDRSA is found to be illegal, void or unenforceable for unfairness or any other reason (for example, if a court or other tribunal or authority declares it so), the remaining provisions of this DDRSA will continue to apply to the extent possible as if the void or unenforceable provision had never existed.
- 9 For all matters relating to the Direct Debit Request, including cancellation, alteration or suspension of drawing arrangements or to stop or defer a payment, or to investigate or dispute a previous payment, you should contact:

**Red Bend Catholic College – Finance Office by phone on (02) 6852 2000 or by email to:-**

[accounts@redbendcc.nsw.edu.au](mailto:accounts@redbendcc.nsw.edu.au) And Allow for 14 days for the amendments to take effect or to respond to a dispute.

If our investigations show that your Account has been incorrectly debited, we will arrange for the Financial Institution to adjust your Account accordingly. We will also notify you in writing of the amount by which your Account has been adjusted. If, following our investigations, we believe on reasonable grounds that your Account has been correctly debited, we will respond to your query by providing you with reasons and copies of any evidence for this finding.

If we cannot resolve the matter, you can still refer it to your Financial Institution, which will obtain details from you of the disputed payment and may lodge a claim on your behalf.

- 10 Notice:
  - If you wish to notify us in writing about anything to this agreement, you should write to:  
**Red Bend Catholic College, PO Box 312, FORBES, NSW 2871** or by email to :-  
**accounts@redbendcc.nsw.edu.au**
  - We may send notices either electronically to your email address or by ordinary post to the address you have given us.
  - If sent by mail, communications are taken to be received on the day they would be received in the ordinary course of post.

## Direct Debit Request (DDR) - Processing Days

The College Finance Office will process fee payments made by Direct Debit or Credit Card on the following days in 2023:

(A)

<b>2023 Weekly Direct Debit/Credit Card Payment Dates</b>
02-Feb-2023 then each Thursday until 30-Nov-2023

(B)

<b>2023 Fortnightly Direct Debit/Credit Card Payment Dates</b>			
February	2-Feb	16-Feb	
March	2-Mar	16-Mar	30-Mar
April	13-Apr	27-Apr	
May	11-May	25-May	
June	8-Jun	22-Jun	
July	6-Jul	20-Jul	
August	3-Aug	17-Aug	31-Aug
September	14-Sep	28-Sep	
October	12-Oct	26-Oct	
November	9-Nov	23-Nov	

(C)

<b>2023 Monthly Direct Debit or Credit Card Payment Dates</b>
23-February
30-March
27-April
25-May
29-June
27-July
31-August
28-September
26-October
30-November

**Please contact us to arrange any other preferred dates/days for direct debit.**