

Direct Debit Request Form

Berwick: (03) 9702 6588 Officer: (03) 5943 3600 Beaconsfield: (03) 9709 2100
Postal Address: P.O. Box 85, Beaconsfield 3807
Email: fees@sfx.vic.edu.au Website: www.sfx.vic.edu.au



Student/s Name

Fee payer details

Fee Payer Name

College Account No.

Email Address

PLEASE PROVIDE A CURRENT EMAIL ADDRESS FOR ALL FEE RELATED CORRESPONDENCE

Mobile Number (SMS re. Fees)

Is this a split account?

 No Yes

Do you hold a Concession Card?

 No Yes

If yes, Card Number

Payment Method

Direct debit amount

Amount MUST be specified by Fee Payer. CANNOT be left blank – forms with blank amounts will be returned to Fee Payer for completion

Bank Account

BSB:

Account Number

Bank Institution

Credit Card

Credit Card #

Exp Date

Cardholder name

Payment Options

Weekly

Commencing: Friday

(Date)

Fortnightly

Commencing: Friday

(Date)

Monthly

Commencing: 4th of Month

18th of Month

Commencing from which month? (eg Jan, Feb):

All direct debits will be on an ongoing basis unless a final deduction date is specified.

Ongoing direct debits continue regardless of account balance, putting account into credit which will be applied to future years billing

Ongoing

Final Deduction Date:

Acknowledgement

- I/We are aware that a \$5.00 administration fee may be charged to our Education Fee Account if any payments are returned dishonored by my/our bank. Three (3) consecutive dishonored transactions will also attract a \$5.00 administration fee.
- I/We understand that if five (5) consecutive transactions dishonor, direct debits will be cancelled and alternative arrangements will need to be made.
- I/We are aware that if I/we wish to stop or defer a debit payment I/we must notify the College at least 14 days before the next debit date.
- I/We understand that all fees and charges must be finalised by 30 November in the year they are billed unless special arrangements have been made and approved by the College.
- I authorise St Francis Xavier College (User ID 169692) to debit funds from my account at the financial institution identified above and as prescribed by the Bulk Electronic Funds Clearing System (BECS). I certify that I am an authorised signatory of the above account and the payment instructions are consistent with the account authority or signing instructions held by my financial institution for that account.
- I/We have read and understood the Direct Debit Request Service Agreement located on PAM.

Print name

Signature

Date

Please complete, sign, **save** and return this direct debit form to the College via email (fees@sfx.vic.edu.au)