



### Direct Debit Request Form

Fee Payer Name  College Account Number

Email  Mobile Phone

Is this a split account?  Yes  No Concession

Do you hold a Concession Card?  Yes  No Card Number

Student/s Name

#### Payment Options

Weekly (Fridays)

Instalment Amount  \$

Fortnightly (Fridays)

Commencing (date)

Monthly

Ongoing

Quarterly (4 April, 4 July, 19 September & 31 December)

Final Deduction Date

*Instalment amounts will be adjusted as required for any additional charges billed and for annual changes to the tuition fees. The College will notify you of any changes to your payment plan prior to processing. Ongoing instalments continue regardless of account balance. If account goes into credit, funds will be applied to future years billing.*

#### Payment Method (Complete banking or Credit Card details)

##### Bank Account

BSB/Branch Number  Account Number

Account Name  Bank/Financial Institution Name

##### Credit Card

Credit Card Number  Expiry Date

Name on Card

I request and authorise St Francis Xavier College (User ID 169392) to arrange, through its own financial institution, a debit from my account at the financial institution identified above, for any amount St Francis Xavier College has deemed payable by you. This debit or charge will be made through the Bulk Electronic Funds Clearing System (BECS) from your account. I certify 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 understand that I may change my banking details, defer a payment, or cancel this agreement by emailing [fees@sfx.vic.edu.au](mailto:fees@sfx.vic.edu.au) a minimum of 14 days in advance. Returned payments may be charged an administration fee of \$5.00. If five consecutive transactions dishonor, the direct debit may be cancelled and alternative payment arrangements will need to be made. I understand all fees and charges must be finalised by 31 December in the year they are billed unless special arrangements have been made and approved by the College. I have read and understood the Direct Debit Request Service Agreement available on PAM.

Signature/s  Date



**St Francis Xavier College**  
Berwick, Officer and Beaconsfield

## 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 St Francis Xavier College ABN 68 814 427 817, (User ID 169692) 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 fourteen (14) 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 unauthorized 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 9707 3111 during business hours;
- emailing fees@sfx.vic.edu.au or
- arranging it through your own financial institution.

### 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 via phone or email 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 or charges imposed or incurred by us; 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.