



Direct Debit (DDR) Request



RED BEND CATHOLIC COLLEGE

PO Box 312
College Road
FORBES NSW 2871
ABN 70 721 984 562

Telephone:- (02) 6852 2000
Fax:- (02) 6852 3768
Email: accounts@redbendcc.nsw.edu.au

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I/We authorise and request Red Bend Catholic College (APCA User ID No. 404717), to debit school fees on a weekly, fortnightly or monthly basis from the account specified below. 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:

Parent Authority I/We, Parent/Guardian Name of Parent(s) giving the DDR ("You")

Family Code / Account Number

Authorise 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.

Details of the Account to be debited Name of the Financial Institution Branch name
Account name (please insert your name(s) in full)
All details must be supplied
BSB number Account number ABN/ARBN (if applicable)

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

Or Credit Card Type (please circle) MASTERCARD VISA

Card Number _ _ _ _ _ **Expiry Date:** _ _ / _ _

Frequency of Payments Frequency (please circle): **WEEKLY** **FORTNIGHTLY** **MONTHLY**
Commencement Date: / / 2021

Customer Authorisation /Declaration

If in joint name/s both signatures may be required

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.

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

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.

