



**1. Parent Details:** Please check your name & address details and amend if required.

Name \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Email Payment Confirmation?  Yes

Mobile \_\_\_\_\_ Daytime Contact No. \_\_\_\_\_

Date of Birth (For ID purposes)   /   /    Loreto Account Number \_\_\_\_\_

**2. Payment Instalment Frequency:**

- Monthly Pay:** Your school fees will be processed on the 15<sup>th</sup> day of each of the 10 months from January to October. (Please note, for Year 7 students Term 1 fees must be paid on the due date per the Term 1 invoice. Monthly payment for Year 7 students is April to October.)
- Term Pay:** Your school fees will be processed on the first day of each of the 4 terms (Year 12: over 3 terms). (January, April, July and October)

Please note this instalment plan remains in place for each subsequent year unless changed or cancelled.

**3. Voluntary Contributions to Building Fund & Term Fee Raffle**

All Families are invited to make tax deductible voluntary donations to Loreto Normanhurst Building Fund to support the ongoing repairs, maintenance and improvements to our existing buildings and grounds. Your annual donation will be divided into equal instalments and included in your Direct Debit instalment according to your instalment frequency.

- \$750 per annum building fund                       Other amount (please specify) \$\_\_\_\_\_ per annum

The term fee raffle is offered 3 times per year offering a chance to have a terms fees credited to your account.

- \$30 Term 1 Fee Raffle     \$30 Term 2 Fee Raffle     \$30 Term 3 Fee Raffle.

**4. Payment Account:**

Choose to pay by credit card, debit card or bank account by entering the required details. Please note a payment processing fee may apply. Direct Debit from a Visa or MasterCard will incur a 1% card surcharge. The payment processing fee will be added to your Fee Account to be direct debited from your nominated Account.

**Credit/ Debit Card Details:**



Credit /Debit Card Number

Name On Card  Card Expiry   /

OR

**Bank Account Details:**

BSB       Account Number

Account Name

Transactions will appear on your bank or card statement as: "SCHOOL EASYPAY AUSTRALIA ROZELLE"

**5. Account Holder Declaration:**

I hereby register with School EasyPay (SEP) and authorise Loreto Normanhurst and SEP to process payments from the bank or card account nominated above in accordance with the Fee Schedule, Payment Plan and Statements provided by Loreto Normanhurst, this Parent Set Up form (PSF) and the School EasyPay Terms & Conditions (SEPTC) which are available from the school, on [www.schooleasypay.com.au](http://www.schooleasypay.com.au) or by emailing [info@schooleasypay.com.au](mailto:info@schooleasypay.com.au) I understand that a processing fee of 1% (incl. GST) applies for card payments by Visa or MasterCard and that this fee is added to the payment amount processed. By signing this PSF, I confirm the information above is true and correct, that I have read and understood the PSF and the SEPTC and that I agree to be bound by the PSF and SEPTC. I understand that this arrangement will remain in place each year until such time as it is cancelled by me in writing, the school or SEP and I understand that all payment related queries or disputes should be resolved between me and my school. Transactions appear on your bank statement as "SCHOOL EASYPAY AUSTRALIA ROZELLE".

**Direct Debit Request:** I/we hereby request and authorise that moneys due in terms of the repayment arrangements covered by this document be drawn by Zenith Payments Pty Ltd t/a School EasyPay (User Id: 428563) under the Direct Debit System from my/our account stated above. I/we acknowledge that this Direct Debiting arrangement is governed by the terms of the Direct Debit Service Agreement received from you.

**Account Holder Signature(s):**   Date   /   /

Joint account holders: Please ensure where two signatures required this is completed.

**Submit Completed Form:**

Scan & Email: [collections@loretonh.nsw.edu.au](mailto:collections@loretonh.nsw.edu.au) Fax: (02) 9489 2348

In Person/Mail: To Business Office at Loreto Normanhurst

Once set up, you will receive a confirmation email.

## Direct Debit Request Service Agreement

This is your Direct Debit Service Agreement with Zenith Payments Pty Ltd ABN 71 083 359 684 t/a School EasyPay (User ID: 428563). It explains 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. Please keep this agreement 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 authorisation.

Definitions	<p><b>account</b> means the account held at <i>your financial institution</i> from which we are authorised to arrange for funds to be debited.</p> <p><b>agreement</b> means this Direct Debit Request Service Agreement between <i>you</i> and <i>us</i>.</p> <p><b>banking day</b> means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.</p> <p><b>debit day</b> means the day that payment by <i>you</i> to <i>us</i> is due.</p> <p><b>debit payment</b> means a particular transaction where a debit is made.</p> <p><b>direct debit request</b> means the Direct Debit Request between <i>us</i> and <i>you</i>.</p> <p><b>us</b> or <b>we</b> means School EasyPay, (the Debit User) <i>you</i> have authorised by requesting a <i>Direct Debit Request</i>.</p> <p><b>you</b> means the customer who has signed or authorised by other means the <i>Direct Debit Request</i>.</p> <p><b>your financial institution</b> means the financial institution nominated by <i>you</i> on the DDR at which the <i>account</i> is maintained.</p>
1. Debiting your account	<p>1.1 By signing a <i>Direct Debit Request</i> or by providing <i>us</i> with a valid instruction, <i>you</i> have authorised <i>us</i> to arrange for funds to be debited from <i>your account</i>. <i>You</i> should refer to the <i>Direct Debit Request</i> and this <i>agreement</i> for the terms of the arrangement between <i>us</i> and <i>you</i>.</p> <p>1.2 (a) We will only arrange for funds to be debited from <i>your account</i> as authorised in the <i>Direct Debit Request</i>. Or (b) We will only arrange for funds to be debited from <i>your account</i> if we have sent to the address nominated by <i>you</i> in the <i>Direct Debit Request</i>, a billing advice which specifies the amount payable by <i>you</i> to <i>us</i> and when it is due.</p> <p>1.3 If the <i>debit day</i> falls on a day that is not a <i>banking day</i>, we may direct <i>your financial institution</i> to debit <i>your account</i> on the following <i>banking day</i>. If <i>you</i> are unsure about which day <i>your account</i> has or will be debited <i>you</i> should ask <i>your financial institution</i>.</p>
2. Amendments by <i>us</i>	<p>2.1 We may vary any details of this <i>agreement</i> or a <i>Direct Debit Request</i> at any time by giving <i>you</i> at least fourteen (14) days written notice.</p>
3. Amendments by <i>you</i>	<p>3.1 <i>You</i> may change, stop or defer a debit payment, or terminate this agreement by providing your school or <i>us</i> with at least <b>3 days</b> notification by writing to: School EasyPay, PO Box 177, Balmain, NSW 2041 or by telephoning <i>us</i> on <b>02 9556 7590</b> during business hours; or arranging it through your own financial institution, which is required to act promptly on your instructions.</p>
4. <i>Your</i> obligations	<p>4.1 It is <i>your</i> responsibility to ensure that there are sufficient clear funds available in <i>your account</i> to allow a <i>debit payment</i> to be made in accordance with the <i>Direct Debit Request</i>.</p> <p>4.2 If there are insufficient clear funds in <i>your account</i> to meet a <i>debit payment</i>:</p> <p>(a) <i>you</i> may be charged a fee and/or interest by <i>your financial institution</i>;</p> <p>(b) <i>you</i> may also incur fees or charges imposed or incurred by <i>us</i>; and</p> <p>(c) <i>you</i> must arrange for the <i>debit payment</i> to be made by another method or arrange for sufficient clear funds to be in <i>your account</i> by an agreed time so that we can process the <i>debit payment</i>.</p> <p>4.3 <i>You</i> should check <i>your account</i> statement to verify that the amounts debited from <i>your account</i> are correct</p>
5. Dispute	<p>5.1 If <i>you</i> believe that there has been an error in debiting <i>your account</i>, <i>you</i> should notify <i>us</i> directly on 02 9556 7590 and confirm that notice in writing with <i>us</i> as soon as possible so that we can resolve your query more quickly. Alternatively <i>you</i> can take it up directly with your financial institution.</p> <p>5.2 If we conclude as a result of our investigations that <i>your account</i> has been incorrectly debited we will respond to <i>your</i> query by arranging for <i>your financial institution</i> to adjust <i>your account</i> (including interest and charges) accordingly. We will also notify <i>you</i> in writing of the amount by which <i>your account</i> has been adjusted.</p> <p>5.3 If we conclude as a result of our investigations that <i>your account</i> has not been incorrectly debited we will respond to <i>your</i> query by providing <i>you</i> with reasons and any evidence for this finding in writing.</p>
6. Accounts	<p>6.1 <i>You</i> should check:</p> <p>(a) with <i>your financial institution</i> whether direct debiting is available from <i>your account</i> as direct debiting is not available on all accounts offered by financial institutions.</p> <p>(b) <i>your account</i> details which <i>you</i> have provided to <i>us</i> are correct by checking them against a recent <i>account</i> statement; and</p> <p>(c) with <i>your financial institution</i> before completing the <i>Direct Debit Request</i> if <i>you</i> have any queries about how to complete the <i>Direct Debit Request</i>.</p>
7. Confidentiality	<p>7.1 We will keep any information (including <i>your account</i> details) in <i>your Direct Debit Request</i> confidential. We will make reasonable efforts to keep any such information that we have about <i>you</i> secure and to ensure that any of <i>our</i> employees or agents who have access to information about <i>you</i> do not make any unauthorised use, modification, reproduction or disclosure of that information.</p> <p>7.2 We will only disclose information that we have about <i>you</i>:</p> <p>(a) to the extent specifically required by law; or</p> <p>(b) for the purposes of this <i>agreement</i> (including disclosing information in connection with any query or claim).</p>
8. Notice	<p>8.1 If <i>you</i> wish to notify <i>us</i> in writing about anything relating to this <i>agreement</i>, <i>you</i> should write to: School EasyPay, PO Box 177, Balmain, NSW 2041</p> <p>8.2 We will notify <i>you</i> by sending a notice in the ordinary post to the address <i>you</i> have given <i>us</i> in the <i>Direct Debit Request</i>.</p> <p>8.3 Any notice will be deemed to have been received on the third <i>banking day</i> after posting.</p>