

**DIRECT DEBIT REQUEST FORM
2016 SECURITY DEPOSIT & OTHER FEES**

Office Use Only
Received: _____
Date _____
Time _____
Initials _____

I/We named below (“you”), request and authorise CLV (UWS) Pty Ltd ABN 97 162 968 658 (or its nominated related entity), trading as -Western Sydney University Village, Bankstown Campus (Westpac Direct Debit User ID 456260), as manager for Western Sydney University (“us”) to arrange, through its own financial institution, a debit from my/our nominated account at the financial institution identified below for the amounts and at the frequency indicated below. This request and authority to debit is subject to the terms and conditions below (“**Direct Debit Request Service Agreement**”). This request is valid until cancelled, superseded or no longer required to meet my/our obligations to Western Sydney University, as owner, under the Residential Agreement.

NOMINATED ACCOUNT - OPTION 1: Bank Account (Australian bank account only)

Name of Account Holder	
Bank / Branch	
BSB Number	□ □ □ - □ □ □
Account Number	□ □ □ □ □ □ □ □ □ □

NOMINATED ACCOUNT - OPTION 2: Credit Card (note, a credit card surcharge applies)

Name of Cardholder	
Card Type	<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard
Card No.	□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □
Expiry Date	

Amounts authorised to be debited - Please debit (once only) the following from the above nominated account per the Residential Agreement, being a Residential Activity Fee of \$100.00 and Security Deposit (equivalent to 4 weeks Residential Fee as per your Room Type specified in the Residential Agreement) and any optional items selected below.

- | | | |
|---|---|---|
| <input type="checkbox"/> Studio Apartment - \$296.00 | <input type="checkbox"/> Studio Superior Apt - \$323.75 | <input type="checkbox"/> 3 Bedroom Villa - \$211.50 |
| <input type="checkbox"/> 3 Bedroom Villa (Ensuite) - \$228.25 | <input type="checkbox"/> 4 Bedroom Apartment - \$205.50 | <input type="checkbox"/> 4 Bedroom Apt (Ensuite) - \$227.25 |
| <input type="checkbox"/> 4 Bedroom Villa - \$178.00 | <input type="checkbox"/> 5 Bedroom Apartment - \$194.50 | |

* Rates based on a 48 week contract (\$10.00 premium on contracts more than 24 weeks and less than 48 weeks and \$15.00 premium on contracts less than 24 weeks).

Acknowledgement -By signing this Direct Debit Request, you have understood and agreed to the terms and conditions governing the debit arrangements between you and us, as set out in this Request and Direct Debit Request Service Agreement.

Resident's Name	<i>Last Name</i>	<i>First Name(s)</i>
Email Address		
Cardholder/ Account holder's Signature		Date
Cardholder/ Account holder's Signature (required for joint bank accounts)		Date

Western Sydney University Village 2016 Fortnightly Rent Schedule				
Rent Day		Period Covered		
		From	To	Days
Wed	13-Jan-16	23-Jan-16	29-Jan-16	7
Wed	27-Jan-16	30-Jan-16	12-Feb-16	14
Wed	10-Feb-16	13-Feb-16	26-Feb-16	14
Wed	24-Feb-16	27-Feb-16	11-Mar-16	14
Wed	09-Mar-16	12-Mar-16	25-Mar-16	14
Wed	23-Mar-16	26-Mar-16	08-Apr-16	14
Wed	06-Apr-16	09-Apr-16	22-Apr-16	14
Wed	20-Apr-16	23-Apr-16	06-May-16	14
Wed	04-May-16	07-May-16	20-May-16	14
Wed	18-May-16	21-May-16	03-Jun-16	14
Wed	01-Jun-16	04-Jun-16	17-Jun-16	14
Wed	15-Jun-16	18-Jun-16	01-Jul-16	14
Wed	29-Jun-16	02-Jul-16	15-Jul-16	14
Wed	13-Jul-16	16-Jul-16	29-Jul-16	14
Wed	27-Jul-16	30-Jul-16	12-Aug-16	14
Wed	10-Aug-16	13-Aug-16	26-Aug-16	14
Wed	24-Aug-16	27-Aug-16	09-Sep-16	14
Wed	07-Sep-16	10-Sep-16	23-Sep-16	14
Wed	21-Sep-16	24-Sep-16	07-Oct-16	14
Wed	05-Oct-16	08-Oct-16	21-Oct-16	14
Wed	19-Oct-16	22-Oct-16	04-Nov-16	14
Wed	02-Nov-16	05-Nov-16	18-Nov-16	14
Wed	16-Nov-16	19-Nov-16	02-Dec-16	14
Wed	30-Nov-16	03-Dec-16	16-Dec-16	14
Wed	14-Dec-16	17-Dec-16	24-Dec-16	8

Direct Debit Request Service Agreement

This is your Direct Debit Request Service Agreement with us. 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.

1. Definitions

For the purposes of the DDR and this Direct Debit Request Service Agreement, unless the context provides otherwise:

Account means the account held at your financial institution from which we are authorised to arrange for funds to be debited;

Agreement means this Direct Debit Request Agreement, including the Direct Debit Request, between you and us;

Business Day means a day other than a Saturday or Sunday or a public holiday listed in the State of New South Wales;

Rent/ Debit Day means the day that particular payment by you to us is due;

Direct Debit Request or **DDR** means the Direct Debit Request between you and us;

Debit payment means a particular transaction where a debit is made;

Us or We means CLV (UWS) Pty Ltd (or its nominated related entity), trading as Western Sydney University Village, Bankstown Campus (ABN 97 162 968 658), as manager for Western Sydney University;

You means the customer who has signed or authorised by other means the Direct Debit Request;

Your Financial Institution means the financial institution or credit card provider nominated by you on the DDR at which the Account is maintained; and

In Writing includes notification by e-mail.

2. Debiting Your Account

- (a) By signing a Direct Debit Request you have authorised us to arrange for funds to be debited from your Account. You should refer to the Direct Debit Request and this Agreement for the terms of the arrangement between you and us.
- (b) We will only arrange for funds to be debited from your account as authorised in the Direct Debit Request.
- (c) If the Debit Day falls on a day other than a Business Day, we may direct Your Financial Institution to debit your Account on the following Business Day. If you are unsure about which day your Account has or will be debited, you should ask Your Financial Institution.

3. Changes By Us

We may vary any details of this Agreement at any time by giving you at least seven (7) days written notice.

4. Changes By You

- (a) If you wish to stop or defer a debit payment, you must notify us in writing at least two (2) Business Days before the next Debit Day but as this would put you in breach of your Residential Agreement you must agree with us an alternative means of payment.
- (b) You may cancel the DDR authority by giving us at least 10 business days' notice in writing, subject to an acceptable alternative payment method being provided by you and agreed to by us.

5. Your Obligations

- (a) It is your responsibility to ensure that there are sufficient cleared funds in your account to allow a debit payment to be made in accordance with the Direct Debit Request.
- (b) If there are insufficient cleared funds in your Account to meet a debit payment:
 - (i) you may be charged a fee and/or interest by your financial institution;
 - (ii) you may also incur fees or charges imposed or incurred by us; and

(iii) you must arrange for the debit payment to be made (or to make payment) by another method or for sufficient clear funds to be in your Account by an agreed time so that we can reprocess the debit payment.

(c) You should check your Account statement to verify that the amounts debited from your Account are correct. A declined or returned debit should be recorded on your Account.

6. **Dispute**

- (a) If you believe that there has been an error in debiting your Account, you should notify us directly on Western Sydney University Village, reservations +61 2 8760 0012 and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly.
- (b) If we conclude, as a result of our investigation, 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 where applicable) accordingly. We will also write to you with an explanation in this regard.
- (c) If we conclude, as a result of our investigation, 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.
- (d) Any queries should be directed to us in the first instance and failing successful resolution by us, you can still refer it to your financial institution which will require details from you of the disputed transaction and may lodge a claim on your behalf.

7. **Accounts**

You should check:

- (a) with your financial institution whether direct debiting is available from your account (as this is not available on all accounts offered by financial institutions);
- (b) your Account details, which you have provided to us are correct by checking them against a recent Account statement; and
- (c) with your financial institution before completing the Direct Debit Request if you have any queries about how to complete the DDR.

8. **Confidentiality**

- (a) 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 unauthorised use, modification, reproduction or disclosure of that information.
- (b) We will only disclose information that we have about you to the extent required by law or for the purposes of this Agreement (including disclosing information in connection with any query or claim).

9. **Notice**

- (a) If you wish to notify us in writing about anything relating to this Agreement, you should write to the Regional General Manager, Western Sydney University Village, Locked Bag 1797, Penrith NSW 2751
- (b) We will notify you by sending a notice to the email address you have given us in the Direct Debit Request.