



DIRECT DEBIT REQUEST FROM BANK ACCOUNT

(Ongoing Authority during Enrolment at TCC)

Request and Authority to debit the account named below to pay TCC

Please return completed form to :

THOMAS CARR COLLEGE
35 THOMAS CARR DRIVE TARNEIT VIC 3029 , AUSTRALIA
FAX : +61 3 9748 4388
TEL : +61 3 8734 2453
EMAIL: fees@thomascarr.vic.edu.au

STUDENTS' FULL NAME: _____

Payments will begin in February (or on the next scheduled date after lodging this form) and will continue until the account is paid in full each year whilst you have a student/s enrolled at Thomas Carr College or until final year's fee balance is cleared.

Please tick your preferred payment frequency:

Weekly: Fortnightly: Monthly:

The amount of the Direct Debit will be calculated in equal instalments to clear your current outstanding debt by the end of January each year.

If your youngest child is in Year 12, the repayments will be calculated to clear by end of November in the last year.

If you wish to nominate a different amount or days/dates, please indicate here:

Other Amount \$..... Other day

Other Starting Date*.....

*You will be contacted to discuss the acceptability of this alternative arrangement.

PAYMENT DATES:

WEEKLY INSTALMENTS -Commencing 1st Thursday in Feb and continuing every Thursday (52 instalments per year).

FORTNIGHTLY INSTALMENTS -Commencing second Thursday in Feb and continuing every fortnight (26 instalments per year).

ALTERNATE FORTNIGHTLY INSTALMENTS -Commencing first Thursday in Feb and continuing every alternate Thursday (26 instalments per year).

MONTHLY INSTALMENTS : on third Thursday of every month commencing Feb (12 instalments per year).

Note: If your youngest child is in Year 12, the payments will be calculated over 10 months to clear the account by November of your final year.

If your Bank Account details change during the year or if you think payment will not be cleared by the bank, please notify the College on 8734 2444 at least 24 HOURS prior to scheduled payments.

If a payment is made VOID by our Bank, the fees charged to Thomas Carr College may be added to your account. It is your responsibility to ensure there will be sufficient funds in the account to cover the Direct Debit amount.

OFFICE USE ONLY: (NEW FORM)

Contact Account No: _____

Date received: _____ **Entered:** _____

Request and Authority to debit

Surname (of person/s paying fees):

Given name/s _____ ("you")

request and authorise Thomas Carr College (User ID 198179) to arrange for any amount the Thomas Carr College may debit or charge you to be debited through the Bulk Electronic Clearing System from an account held at the financial institution identified below subject to the terms and Conditions of the Direct Debit Request Service Agreement [and on further instructions provided below].

Please complete your details below so that we may contact you, if necessary:

Name of Contact: _____

Contact Phone Number (business hours): _____

Email: (for statements and account enquiries): _____

Insert name and address of bank/financial institution at which account is held

Bank/Financial Institution Name: _____

Branch: _____

Bank Address: _____

Insert details of bank account to be debited:

Name of Account holder: _____

BSB Number:

Account Number:

Acknowledgment

By signing this Direct Debit Request you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and Thomas Carr College as set out in this Request and in your Direct Debit Request Service Agreement.

I/We hereby authorise Thomas Carr College to continue debiting my/our bank account ongoing for the express and sole purpose of the payment of my/our school fees whilst I have a child/ren enrolled at the College, until my final fee balance is cleared in full, or until a new direct debit authority is supplied.

Signature(s) and address of account holder(s):

Sign here: _____

(Print Name): _____

Sign here: _____

(Print Name): _____

(Sign and print full names. For joint accounts, both names are required.)

DATE: / /

**DIRECT DEBIT REQUEST
SERVICE AGREEMENT
(For Paying School Fees Electronically)**

Definitions

account means the account held at *your financial institution* from which we are authorised to arrange for funds to be debited on behalf of the School.

agreement means this Direct Debit Request Service Agreement between *you* and *us*.

business day means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.

debit day means the day that payment by *you* to *us* is due.

debit payment means a particular transaction where a debit is made.

direct debit request means the Direct Debit Request between *us* and *you*.

us or **we** means the Catholic Development Fund (CDF) you have authorised by signing a *direct debit request*.

you means the customer who signed the *direct debit request*.

your financial institution is the financial institution where you hold the *account* that *you* have authorised *us* to arrange to debit.

1. DEBITING YOUR ACCOUNT

1.1 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 *us* and *you*.

1.2 We will only arrange for funds to be debited from your account as authorised in the direct debit request.

1.3 If the *debit day* falls on a day that is not a *business day*, we may direct *your financial institution* to debit *your account* on the preceding *business day*.

If *you* are unsure about which day *your account* has or will be debited you should ask *your financial institution*.

2. CHANGES BY US

2.1 We may vary any details of this *agreement* or a *direct debit request* at any time by giving *you* at least seven (7) days' written notice.

3. CHANGES BY YOU

3.1 Subject to 3.2 and 3.3, *you* may change the arrangements under a *direct debit request* by contacting the School.

3.2 If *you* wish to stop or defer a *debit payment*, *you* must notify the School in writing at least seven (7) days before the next *debit day*. This notice should be given to the School in the first instance.

3.3 *You* may also cancel *your* authority for *us* to debit *your* account at any time by giving the School seven (7) days notice in writing before the next *debit day*. This notice should be given to the School in the first instance.

4. YOUR OBLIGATIONS

4.1 It is *your* responsibility to ensure 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*.

4.2 If there are insufficient clear funds in *your* account to meet a *debit payment*:

(a) *you* may be charged a fee and/or interest by *your financial institution*;

(b) *you* may also incur fees or charges imposed or incurred by *us*; and

(c) *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*.

4.3 *You* should check *your* account statement to verify that the amounts debited from *your* account are correct.

4.4 If National Australia Bank Limited A.C.N. 004 044 937 ("National") is liable to pay goods and services tax (GST) on a supply made by the National in connection with this *agreement*, then *you* agree to pay the National on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.

5. DISPUTE

5.1 If *you* believe that there has been an error in debiting *your* account, *you* should notify the School immediately and confirm that notice in writing as soon as possible so that *your* query can be resolved more quickly.

5.2 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 your School in writing of the amount by which *your* account has been adjusted.

5.3 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 your School with reasons and any evidence for this finding.

5.4 Any queries *you* may have about an error made in debiting *your* account should be directed to the School in the first instance so that we can attempt to resolve the matter between *us* and *you*. If we cannot resolve the matter *you* can still refer it to *your financial institution* which will obtain details from *you* of the disputed transaction and may lodge a claim on your behalf.

6. ACCOUNTS

You should check:

(a) with *your financial institution* whether direct debiting is available from *your* account as direct debiting is not available on all accounts offered by financial institutions.

(b) *your* account details which *you* have provided to the School 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 *direct debit request*.

7. CONFIDENTIALITY

7.1 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.

7.2 We will only disclose information that we have about *you*:

(a) to the extent specifically required by law; or

(b) for the purposes of this *agreement* (including disclosing information in connection with any query or claim).

8. NOTICE

8.1 If *you* wish to notify *us* in writing about anything relating to this *agreement*, *you* should write directly to the School.

8.2 The School will notify *you* by sending a notice in the ordinary post to the address *you* have given *us* in the direct debit request.

8.3 Any notice will be deemed to have been received