

**DIRECT DEBIT REQUEST FORM
2015 SECURITY DEPOSIT 'TOP UP' & OTHER FEES**

Date: _____

I/We request UNSW Village Pty Ltd ACN 125 227 401 trading as UNSW Village (User ID 379667/Merchant No. 23538309) to debit or transfer funds from my/our nominated account at the financial institution identified below at the frequency indicated. This request is valid until cancelled, superseded or no longer required to meet my/our obligations to UNSW Village Pty Limited

NOMINATED ACCOUNT - OPTION 1: Bank Account (note, ONLY Australia Bank will be accepted)

Name of Account Holder	
Signature	
Bank / Branch	
BSB Number	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>
Account Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

NOMINATED ACCOUNT - OPTION 2: Credit Card (note, a credit card surcharge applies, refer to Appendix 1)

Name of Cardholder	
Signature	
Card Type	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard
Card No.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Expiry Date	

Amounts authorised to be debited on Wednesday 22nd October, 2014

Please debit (once only) the following from the above nominated account, the Security Deposit 'Top Up' below (please tick applicable amount based on the Room Type specified in your Residential Agreement), and an Annual Cleaning Fee of \$60, as agreed by the Resident in the Residential Agreement.

1 Bed Apt (Large – Premium View) 52wks/48wks	\$140/\$279	<input type="checkbox"/>	1 Bed Apt (Reg – Premium View) 52wks/48wks	\$141/\$275	<input type="checkbox"/>
1 Bed Apt (Large) 52wks/48wks	\$40/\$170	<input type="checkbox"/>	1 Bed Apt (Reg) 52wks/48wks	\$41/\$167	<input type="checkbox"/>
Studio (Reg – Premium View) 52wks/48wks	\$139/\$269	<input type="checkbox"/>	Studio (Reg) 52wks/48wks	\$39/\$160	<input type="checkbox"/>
Studio (Small) 52wks/48wks	\$37/\$155	<input type="checkbox"/>	2/3 Bed Apt 52wks/48wks	\$31/\$127	<input type="checkbox"/>
4 Bed Apt 52wks/48wks	\$30/\$119	<input type="checkbox"/>	5 Bed Apt 52wks/48wks	\$28/\$116	<input type="checkbox"/>
6 Bed Apt 52wks/48wks	\$28/\$115	<input type="checkbox"/>	6 Bed Apt (6 Month Agreement)	\$31	<input type="checkbox"/>
7/8 Bed Apt 52wks/48wks	\$26/\$112	<input type="checkbox"/>	Other (if none of above applicable)		<input type="checkbox"/>

Acknowledgement

By signing and/or providing us with a valid instruction in respect to your 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 in the Direct Debit Request Service Agreement.

Resident's Name	Last Name	First Name(s)
Email Address		
Signature		Date

UNSWV 2015 Fortnightly Rent Schedule

UNSWV 2015 Fortnightly Rent Schedule				
Rent		From	To	Days
Wed	22/12/2014	1/01/2015	15/01/2015	15
Wed	07/01/2015	16/01/2015	29/01/2015	14
Wed	21/01/2015	30/01/2015	12/02/2015	14
Wed	04/02/2015	13/02/2015	26/02/2015	14
Wed	18/02/2015	27/02/2015	12/03/2015	14
Wed	04/03/2015	13/03/2015	26/03/2015	14
Wed	18/03/2015	27/03/2015	09/04/2015	14
Wed	01/04/2015	10/04/2015	23/04/2015	14
Wed	15/04/2015	24/04/2015	07/05/2015	14
Wed	29/04/2015	08/05/2015	21/05/2015	14
Wed	13/05/2015	22/05/2015	04/06/2015	14
Wed	27/05/2015	05/06/2015	18/06/2015	14
Wed	10/06/2015	19/06/2015	02/07/2015	14
Wed	24/06/2015	03/07/2015	16/07/2015	14
Wed	08/07/2015	17/07/2015	30/07/2015	14
Wed	22/07/2015	31/07/2015	13/08/2015	14
Wed	05/08/2015	14/08/2015	27/08/2015	14
Wed	19/08/2015	28/08/2015	10/09/2015	14
Wed	02/09/2015	11/09/2015	24/09/2015	14
Wed	16/09/2015	25/09/2015	08/10/2015	14
Wed	30/09/2015	09/10/2015	22/10/2015	14
Wed	14/10/2015	23/10/2015	05/11/2015	14
Wed	28/10/2015	06/11/2015	19/11/2015	14
Wed	11/11/2015	20/11/2015	03/12/2015	14
Wed	25/11/2015	04/12/2015	17/12/2015	14
Wed	09/12/2015	18/12/2015	31/12/2015	14

Direct Debit Request Service Agreement

This is your Direct Debit Request Service Agreement with University of New South Wales Village. 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 authorization.

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 authorized 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 UNSW Village Pty Ltd trading as UNSW Village.

You means the customer who has signed or authorized 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 authorized 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 authorized 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 +61 29662 2500 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.
- (b) 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.
- (c) 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).