Melbourne Archdiocese Catholic Schools

Penola Catholic College EST. 1995

DIRECT DEBIT REQUEST (DDR)

Penola Catholic College ABN Number 43067599054

Customer's Authority

Name of customer/s giving the DDR	
I / We	
Phone	
Mobile	
Email	

Students			
Name		**Year Level**	
Name		**Year Level**	
Name		**Year Level**	
Name		**Year Level**	

Authorise and request you

Penola Catholic College **APCA User ID: 622550**

Until further notice in writing, to arrange for funds to be debited from my/our account at the financial institution identified below and as prescribed below through the Bulk Electronic Clearing System or to debit from my/our account by any other means. This authorisation is to remain in force in accordance with the terms and conditions described in the Direct Debit Request Service Agreement as amended from time to time.

Payment Details

This authority allows the debiting of amounts payable by the Customer under the Agreement between the Customer and Penola Catholic College.

Details of the Account to be debited (All details must be supplied)

Name of Financial Institution	
Branch Name	
Account Name (please insert your name in full)	

BSB number	**Account Number**	**Debtor ID (school use)**

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

Amount $					
Frequency	**Weekly** ☐	**Fortnightly** ☐	**Monthly** ☐	**Quarterly** ☐	**One Off** ☐
Commencing Date		**End Date**		**No End Date**	☐

Signature: _____ **Date** ___/___/___ **Signature:** _____ **Date** ___/___/___

Customer Authorisation If in joint names both signature may be required.

By signing below, I/We acknowledge that the Direct Debit arrangement is governed by in terms of Authorisation the DDRSA attached to this request. I/We also authorise the school to verify (if need be) the details of the account with my/our Financial Institution mentioned above and for that Financial Institution to release information to the school in order to allow it to verify the above account details.

Direct Debit Request Service Agreement (DDRSA)

The following is your Direct Debit Service Agreement with Penola Catholic College ABN 43067599054. The agreement is designed to explain 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.

We recommend you keep this agreement in a safe place 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 form.

Definitions

- **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 Service Agreement between you and us.
- **banking 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 Penola Catholic College, (the Debit User) you have authorised by signing a direct debit request.
- **you** means the customer who signed the Direct Debit Request.
- **your financial institution** means the financial institution nominated by you on the DDR at which the account is maintained.

1. Debiting your account

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.
We will only arrange for funds to be debited from your account as authorised in the Direct Debit Request.
If the debit day falls on a day that is not a banking day, we may direct your financial institution to debit your account on the following banking day.
If you are unsure about which day your account has or will be debited you should ask your financial institution.

2. Amendments by us

We may vary any details of this agreement or a Direct Debit Request at any time by giving you at least fourteen (14) days' written notice.

3. Amendments by you

You may change, stop or defer a debit payment, or terminate this agreement by providing us with at least fourteen (14) days' notification by writing to: **Accounts Penola Catholic College PO Box 3233 Broadmeadows VIC 3047** , by telephoning us on **9301 2777** or email **schoolfees@penola.vic.edu.au** during business hours or arranging it through your own financial institution.

4. Your obligations

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.**
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.

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

5. Dispute

If you believe that there has been an error in debiting your account, you should notify us directly on **9301 2777** and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly. Alternatively you can take it up with your financial institution direct.

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 you in writing of the amount by which your account has been adjusted.

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 you with reasons and any evidence for this finding in writing.

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 us are correct by checking them against a recent account statement; andwith your financial institution before completing the Direct Debit Request if you have any queries about how to complete the Direct Debit Request.

7. Confidentiality

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.

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

If you wish to notify us in writing about anything relating to this agreement, you should write to: **Accounts Penola Catholic College PO Box 3233 Broadmeadows VIC 3047** or by telephoning us on **9301 2777** or email **schoolfees@penola.vic.edu.au** during business hours.

We will notify you by sending a notice in the ordinary post to the address you have given us in the Direct Debit Request.

Any notice will be deemed to have been received on the third banking day after posting.