



St Norbert College

135 Treasure Road Queens Park WA 6107 · PO Box 354 Cannington WA 6987
T: (08) 9350 5433 · F: (08) 9356 1602 · E: fees@norbert.wa.edu.au

DIRECT DEBIT FORM

I WISH TO PAY THE SCHOOL FEES FOR:

Student Name(s)

by:

Direct Debit Please complete Section 1 below

or:

Credit Card Please complete Section 2 below

MY DETAILS:

Given name(s)

Surname

Address

Postcode

Before completing Section 1 or 2 please read the Direct Debit Request Service Agreement overleaf. By signing this Direct Debit/Credit Card Request, you agree to be bound by the terms and conditions of the Direct Debit Request Service Agreement.

AMOUNT \$ _____ weekly/fortnightly/monthly Start Date ____/____/20__ End Date ____/____/20__

SECTION 1

Request and authority to Direct Debit

I request and authorise **St Norbert College User ID 375165** to arrange, through its own financial institution, a debit to your nominated account any amount **St Norbert College** has deemed payable by you. This debit or charge will be made through the Bulk Electronic Clearing System (BECS) from your account held at the financial institution you have nominated below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.

Details of Financial Institution (name and address)

Name of account to be debited

BSB Number

Account Number

SECTION 2

Request and authority to Debit, Credit Card

I request and authorise St Norbert College to debit my credit card account as detailed below to pay school fees. This authority remains in force until such time that I provide written instruction to amend or cancel this authority.

Please debit my: **Mastercard** **Visa**

Card Number

Expiry Date

Name of Cardholder:

ACKNOWLEDGEMENT

By signing and/or providing us with a valid instruction in respect to your Direct Debit Request/Credit Card, you have understood and agreed to the terms and conditions governing the debit arrangements between you and **St Norbert College** as set out in this Request and in the Direct Debit Request Service Agreement.

SIGNATURE

DATE

**OFFICE USE ONLY
ENTERED ON MAZE**

FAMILY CODE

Direct Debit Request Service Agreement

The following is your Direct Debit Request Service Agreement with St Norbert College ABN 29 781 711 208. 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 parts of the term 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.

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 **St Norbert College** (the Debit User) you have authorised by requesting a **Direct Debit Request**.

you means the customer who has signed or authorised by other means 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.

1.1 By signing a **Direct Debit Request** or by providing us with a valid instruction, 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**.

or

We will only arrange for funds to be debited from your account if we have sent to the address nominated by you in the **Direct Debit Request**, a billing advice which specifies the amount payable by you to us and when it is due.

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 following **business 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

2.1 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

3.1 You may change, stop or defer a debit payment, or terminate this agreement by notifying us in writing (dated and signed) at least one week before the next debit day.

St Norbert College Finance Office
PO Box 354, CANNINGTON WA 6987

Or email – fees@norbert.wa.edu.au

PLEASE DO NOT CONTACT YOUR BANK TO ALTER OR STOP PAYMENTS AS THIS MAY INCUR A FEE.

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 **St Norbert College** is liable to pay goods and services tax ("GST") on a supply made in connection with this **agreement**, then you agree to pay **St Norbert College** 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 us directly on 9350 5433 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.

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 you 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 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; 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 to

St Norbert College, Finance Office
PO Box 354 CANNINGTON WA 6987

Or email – fees@norbert.wa.edu.au

8.2 We 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 on the third banking day after posting.