



ST MONICA'S PRIMARY SCHOOL WODONGA

DIRECT DEBIT AUTHORITY FOR BANK ACCOUNT OR CREDIT CARD

Request and Authority to debit the Account named below to pay St Monica's Primary School, Wodonga.

Request and Authority to Debit	Fee Payer Account Name & Account Number (four digit number from invoice) _____																			
Option 1: Bank Account <input type="checkbox"/>	Financial Institution Name _____ Account Name _____ BSB number ___ _ _ - ___ _ _ Account number ___ _ _ _ _ _ _ _ _ _ _ _ _ _ _																			
OR Option 2: Credit Card <input type="checkbox"/>	Credit Card Type <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard Name on Card _____ Credit Card No. ___ _ _ _ _ ___ _ _ _ _ ___ _ _ _ _ ___ _ _ _ _ Expiry Date ___ _ _ / ___ _ _ CCV ___ _ _ _ <small>When your credit card expires, please ensure you contact the Finance Officer to advise your new expiry date.</small>																			
Payment Details	<table border="1" style="width: 100%;"><thead><tr><th>Frequency</th><th>Start Date</th><th>First debit date Alternative Date*</th></tr></thead><tbody><tr><td><input type="checkbox"/> Weekly</td><td>3th February 2023</td><td>or ___ / ___ / ___ <small>(must be Friday)</small></td></tr><tr><td><input type="checkbox"/> Fortnightly</td><td>3th or 10th February 2023 <small>A B (please circle)</small></td><td>or ___ / ___ / ___ <small>(must be Friday)</small></td></tr><tr><td><input type="checkbox"/> Monthly</td><td>15th February to 15th October 2023</td><td>or ___ / ___ / ___ <small>(must be 15th)</small></td></tr><tr><td><input type="checkbox"/> Triannual</td><td>15th March (then 15th Jun & Sept 2023) or</td><td>___ / ___ / ___ <small>(must be 15th)</small></td></tr><tr><td><input type="checkbox"/> Annually</td><td>31st March 2023</td><td>or ___ / ___ / ___ <small>(must be prior to 31 Mar)</small></td></tr></tbody></table>	Frequency	Start Date	First debit date Alternative Date*	<input type="checkbox"/> Weekly	3 th February 2023	or ___ / ___ / ___ <small>(must be Friday)</small>	<input type="checkbox"/> Fortnightly	3 th or 10 th February 2023 <small>A B (please circle)</small>	or ___ / ___ / ___ <small>(must be Friday)</small>	<input type="checkbox"/> Monthly	15 th February to 15 th October 2023	or ___ / ___ / ___ <small>(must be 15th)</small>	<input type="checkbox"/> Triannual	15 th March (then 15 th Jun & Sept 2023) or	___ / ___ / ___ <small>(must be 15th)</small>	<input type="checkbox"/> Annually	31 st March 2023	or ___ / ___ / ___ <small>(must be prior to 31 Mar)</small>	
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	<p>* Alternative Date will only apply if you wish to commence payments prior to the Start Date, or if enrolment is after the Start Date.</p> <p>*All above payment options will automatically recommence the following years until I/we no longer have enrolled students and my/our account balance is Nil.</p> <p>** PLEASE NOTE: Payments will cease for the year once fees have been paid in full, recommencing in February the following year. If you would prefer payments to continue throughout the Christmas break, please indicate below.</p> <p><input type="checkbox"/> I wish for my deductions to continue even in fees are paid in full. I understand this may put my balance into credit for the following year.</p>																			
Acknowledgment	<p>I/we request and authorise St Monica's Primary School, Wodonga to arrange for funds to be debited from my/our account, at the financial institution identified and as prescribed above.</p> <p>This authority will remain in place until I/we no longer have enrolled students and my/our account balance is Nil, or unless otherwise advised in writing.</p> <p>By signing this Direct Debit Authority I/we acknowledge having read and understood the terms and conditions governing the debit arrangements between me/us and St Monica's Primary School Wodonga as set out in this Authority and in your Direct Debit Service Agreement overleaf.</p> <p>Signature 1: _____ Date: ___ / ___ / ___</p> <p>Signature 2: _____ Date: ___ / ___ / ___</p>																			



ST MONICA'S PRIMARY SCHOOL WODONGA

DIRECT DEBIT SERVICE AGREEMENT

The following is your Direct Debit Service Agreement with St Monica's Primary School Wodonga (ABN 77 239 304 724). 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.

Direct Debit arrangements

Your signature on the Direct Debit Authority form allows us to debit your nominated account in the manner referred to. If a direct debit falls on a day, which is not a business day, the drawing will be made on the next business day.

We will keep your direct debit records and account details confidential, except where the disclosure of certain information to your financial institution is necessary to enable us to act in accordance with your drawing arrangements. We may disclose the information in the event of a claim or relating to an alleged incorrect or wrongful debit, or otherwise as required by law.

If you believe that there has been an error in debiting your account, you should notify the Finance Officer as soon as possible and we will endeavor to respond to your dispute within 5 business days of receipt.

Your rights

You can cancel, alter or suspend your drawing arrangements at any time by notifying the St Monica's Primary School Finance Officer, at least 3 business days before the cancellation, alteration or suspension is to take effect. You can also stop or defer an individual drawing by notifying us at least 3 business days before the date that the drawing is to be made. Any amendments should be made in writing to the Finance Officer via email or post (details below).

Your responsibilities

It is your responsibility to:

- Ensure you check and communicate any discrepancies to the Finance Officer. Advice of payments will be via quarterly Statements issued each term.
- Ensure that your designated account can accept direct debits. Direct debiting may not be available on all accounts, so please check with your financial institution.
- Check that you have filled in your correct account details on the Direct Debit Authority.
- Ensure that there are sufficient cleared funds in your nominated account by the due date to enable drawings to be made in accordance with your drawing arrangements. If there are insufficient clear funds in your account to meet a debit payment:
 - You may be charged a fee and/or interest by your financial institution;
 - You may also incur fees or charges imposed or incurred by us; and
 - 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.
- Notify us immediately if your nominated account is transferred, closed or any other account details change.
- Arrange a timely and suitable alternative payment method if your drawing arrangements are cancelled.

Contact Details

Finance Officer: Kylie Myers 02 6024 3151

Email: kmyers@smwodonga.catholic.edu.au

Postal Address: 137 Brockley Street, Wodonga VIC 3689