

# 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<br>Authority to Debit  | Fee Payer Account Name & Account Number (four digit number from invoice)  Student Names  |  |   |                  |   |    |
|  |  |  |   |                  |   |    |
| Option 1:  | Financial Institution Name   |  |   |                  |   |    |
| Bank Account   | Account Name   |  |   |                  |   |    |
|  | BSB number   _  -  |  |   |                  |   |    |
|  | Account number   |  |   |                  |   |    |
|  |  |  |   |                  |   |    |
| OR Option 2:   | Credit Card Type ☐ Visa ☐ MasterCard   |  |   |                  |   |    |
| Credit Card  | Name on Card   |  |   |                  |   |    |
|  | Credit Card No.  |  |   |                  |   |    |
|  | Expiry Date / CCV But the control of the control |  |   |                  |   |    |
| Payment Details  | Which you dreak out a septical, please chairs you contact the Finance Chief to dayles you  |  |   | First debit date |   |    |
| Payment Details  |  | Frequency  | Start Date  |                  | Alternative Date*                       |    |
|  |  | Weekly   | 2 <sup>nd</sup> February 2024   | or               | //<br>(must be Friday)                  |    |
|  |  | Fortnightly                                      | 2 <sup>nd</sup> or 9 <sup>th</sup> February 2024<br>A B (please circle)   | or               | (must be Friday)                        |    |
|  |  | Monthly  | 15 <sup>th</sup> February to 15 <sup>th</sup> October 2024                | or               | (must be 15 <sup>th</sup> )             |    |
|  |  | Triannual  | 15 <sup>th</sup> March, 15 <sup>th</sup> Jun & 15 <sup>th</sup> Sept 2024 |                  |   |    |
|  |  | Annually   | 31st March 2024   | or               | / / / / (must be prior to 31 Mar)       |    |
|  | * Alternativ   | <mark>/e Date will only apply if</mark>          | you wish to commence payments prior to the Sta                            | art Date,        | or if enrolment is after the Start Date | e. |
|  | *All above<br>my/our acc   | payment options will au<br>count balance is Nil. | tomatically recommence the following years until                          | I/we no          | longer have enrolled students and       |    |
|  | ** 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.  |  |   |                  |   |    |
|  | 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.   |  |   |                  |   |    |
| Acknowledgment   | funds to be debited from my/our  |  |   |                  |   |    |
|  | 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.   |  |   |                  |   |    |
|  | 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.  |  |   |                  |   |    |
|  | Signature 1:/ Date://  |  |   |                  |   |    |
|  | Signatur   | e 2:   | Dat   | e:               | <i>1</i> 1                              |    |



## 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 Monthly Statements.
- 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;
  - o 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