

## ST MONICA'S PRIMARY SCHOOL WODONGA

## DIRECT DEBIT AUTHORITY FOR BANK ACCOUNT OR CREDIT CARD

Request and	Authority	to debit the Acco	ount named below to pay St Monica's	s Prima	ary School, Wodonga.		
Request and Authority to Debit	Fee Payer Account Name & Account Number (four digit number from invoice)						
Option 1:							
Option 1:	Financial Institution Name						
Bank Account	Account Name						
	BSB number    -						
	Account number   _ _ _ _ _ _						
OR Option 2:	Credit C	Credit Card Type  Visa  MasterCard					
Credit Card							
	Name on Card						
	Credit Card No.   _ _						
	Expiry Date    /    CCV						
	When your credit card expires, please ensure you contact the Finance Officer to advise your new expiry date.						
Payment Details		Frequency	Stort Data		First debit date		
		Пециенсу	Start Date		Alternative Date*		
		Weekly	7 <sup>th</sup> February 2025	or	/ / (must be Friday)		
		Fortnightly	7 <sup>th</sup> or 14 <sup>th</sup> February 2025	or			
		1 on angridy	A B (please circle)	01	(must be Friday)		
		Monthly	15 <sup>th</sup> February to 15 <sup>th</sup> October 2025	or	/ / (must be 15 <sup>th</sup> )		
		Triannual	15 <sup>th</sup> March, 15 <sup>th</sup> Jun & 15 <sup>th</sup> Sept 2025				
		Annually	31 <sup>st</sup> March 2025	or	/ / (must be prior to 31 Mar)		
	* Alternative Date will only apply if you wish to commence payments prior to the Start Date, or if enrolment is after the Start Date.						
	*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.						
	** <b>PLEASE NOTE</b> : 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	I/we request and authorise <i>St Monica's Primary School, Wodonga</i> to arrange for funds to be debited from my/our account, at the financial institution identified and as prescribed above.						
	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://						
	Signature 2: I			Date: / /			



# 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:
  - $\circ$   $\;$  You may be charged a fee and/or interest by your financial institution;
  - $\circ$   $\;$  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