



# DIRECT DEBIT REQUEST

## Authorisation Form for Direct Debits

Complete this application form and return it to the Business Office at Central Coast Adventist School.

Email: [finance@ccas.nsw.edu.au](mailto:finance@ccas.nsw.edu.au)

Postal Address: Locked Bag 33, LISAROW NSW 2250

Please note that deductions will remain in place until you notify us in writing your wish to terminate this agreement.

We request that 7 school days written notice be given to process your request.

This Form is to (please tick):

- Set up a new direct debit arrangement     Update or amend an existing arrangement

Student's Name/s you are responsible for:			
<b>PRIMARY CONTACT DETAILS:</b>			
Full Name		Childs Surname (if different to yours)	
Family Account Code		BPAY Reference Number	
Home Phone		Mobile Phone	
Primary Email		Second Email	
Postal Address		Suburb	Post Code

### TICK YOUR CHOICE OF PAYMENT

<input type="checkbox"/>	<b>Bank / Building society / Credit union Account</b>
Name of Institution	Account Name/s
BSB	Account No.
<input type="checkbox"/>	<b>Credit Card</b>
Card type (AMEX incurs 1.65% surcharge)	VISA    MASTERCARD    AMEX
Name on Card	
Card number	Expiry

<b>FEE PAYMENT OPTION (tick the relevant fields )</b>			
Payment by Options A & B will be debited on the due date to receive the relevant prompt payment discount.			
<input type="checkbox"/>	OPTION A – Debited Annually (net of 7% prompt payment discount)		
<input type="checkbox"/>	OPTION B – Debited Each Term (net of 4% prompt payment discount)		
<input type="checkbox"/>	OPTION C – Direct Debit – <b>Scheduled payments will be monitored throughout the year &amp; you will be advised of any change necessary</b>		
<b>Schedule of Payment: (February to November 30)</b>			
(Tick) Payment Frequency	(40 Payments) Weekly	(20 Payments) Fortnightly	(10 Payments) Monthly
Continue Until Further Notice: (Select this box only if you wish to gain a credit for the new year or have an arrangement with Finance)			

<b>Authority:</b>			
Payments Commencing on:	/ /	Calculated Scheduled Payment Amount:	\$
<input type="checkbox"/>	I approve for CCAS to calculate/recalculate the instalment amount required to ensure the account is <u>paid by November 30 Each Year</u>		
<input type="checkbox"/>	I approve for my details to be updated/changed by other authorised person(s) as noted on my fee account		
<input type="checkbox"/>	I/we authorise the Central Coast Adventist School to arrange funds to be debited from my / our account or credit card at the financial institution identified above and through the Bulk Electronic Clearing System (BECS).		
Signature:		Date:	

<b>OFFICE USE ONLY</b>									
DATE RECEIVED		DD Start Date		Amount		Frequency		Staff Signature	



# DIRECT DEBIT SERVICE AGREEMENT

The following is your Direct Debit Service Agreement with SDA Schools (NSW) Limited – Central Coast Adventist School. 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** mean SDA Schools (NSW) Limited – Central Coast Adventist School (the Debit user) you have authorised by signing a Direct Debit Request.

**You** mean the customer who has signed or authorised by other means the agreement

**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.

1.3. 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

2.1. We may vary any details of this agreement or a Direct Debit Request at any time by giving you at least thirty (30) days written notice.

## 3. Amendments by you

3.1. You may change, stop or defer a debit payment, or terminate this agreement by providing us with at least thirty (30) days notification by writing to Central Coast Adventist School or by telephoning us on 02 4367 1800 during business hours.

## 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 SDA Schools (NSW) Limited – Central Coast Adventist School is liable to pay goods and services tax ("GST") on a supply made in connection with this agreement, then you agree to pay SDA Schools (NSW) Limited – Central Coast Adventist School 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 phone 02 43671818 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 Central Coast Adventist School

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.