



**HOLY SPIRIT CATHOLIC
SCHOOL**
Direct Debit / Credit Card Request

Phone 4779 4255 OR 4775 3291
Email crnbrk@tsv.catholic.edu.au
Address Hatchett Street
Cranbrook , QLD, Australia 4814

PART A – YOUR DETAILS

Family Code.:	
Name:	
Phone Number:	
Email Address:	
Address	

PART B – SCHEDULE

Date of First Payment:			
Frequency:	☐ Weekly ☐ Monthly	☐ Fortnightly ☐ Six-Monthly	☐ Quarterly ☐ Yearly
Installment Amount:	\$	Total School Fees	\$
Number of Payments:	☐ Continue until further notice *		

* Please note fees will need to be recalculated each year to incorporate any fee increases.

PART C – PAYMENT AUTHORISATION OPTIONS

1. DIRECT DEBIT

I / We request and authorise HOLY SPIRIT CATHOLIC SCHOOL (314011) to arrange for funds to be debited from my / our nominated account at the financial institution shown below according to the schedule specified above.

Financial Institution:	
Branch:	
Account Name:	
BSB No.:	
Account Number:	

2. CREDIT CARD

I request you HOLY SPIRIT CATHOLIC SCHOOL to arrange for funds to be debited from my nominated credit card according to the schedule specified above.

Credit Card Number:															
Cardholder Name:															
Expiry Date:															

PART D – SIGNATURE/S

If you have elected to authorise GHOLY SPIRIT CATHOLIC SCHOOL direct debit your Nominated Bank Account and by signing this Direct Debit / Credit Authority Form, you agree to be bound by the Direct Debit Terms and Conditions and the Direct Debit Service Agreement. If debiting from a joint bank account, both signatures are required.

Signature/s:		Date:	

Please return your completed application to crnbrk@tsv.catholic.edu.au



CUSTOMER DIRECT DEBIT REQUEST (DDR) SERVICE AGREEMENT

This is your Direct Debit Service Agreement with HOLY SPIRIT CATHOLIC SCHOOL (314011) 65 201 324 628. It explains 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. Please keep this agreement 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 authorisation.

HOW TO CONTACT US

You can contact us directly or alternatively contact your financial institution. These should be made at least 7 working days prior to the next scheduled drawing date. All communication addressed to us should include your full name. You may contact us as follows: -

Phone: 07 4779 4255

Email: cmbrk@tsv.catholic.edu.au

Mail: Hatchett Street, Cranbrook QLD 4814

DEBITING YOUR ACCOUNT

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.

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.

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.

AMENDMENTS BY US

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.

AMENDMENTS BY YOU

You may change*, stop or defer a debit payment, or terminate this agreement by providing us with at least 7 days notification by:

- Email cmbrk@tsv.catholic.edu.au; OR
- by telephoning us on 07 4779 4255 during business hours; OR
- arranging it through your own financial institution, which is required to act promptly on your instructions.

*Note: in relation to the above reference to 'change', your financial institution may 'change' your debit payment only to the extent of advising us HOLY SPIRIT CATHOLIC SCHOOL of your new account details.

YOUR OBLIGATIONS

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.

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.

You should check your account statement to verify that the amounts debited from your account are correct.

DISPUTE

If you believe that there has been an error in debiting your account, you should notify us directly on 07 4779 4255 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 directly with your financial institution.

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.

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.

ACCOUNTS

You should check: 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. your account details which you have provided to us are correct by checking them against a recent account statement; and with your financial institution before completing the Direct Debit Request if you have any queries about how to complete the Direct Debit Request.

CONFIDENTIALITY

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. We will only disclose information that we have about you:

- to the extent specifically required by law; or
- for the purposes of this agreement (including disclosing information in connection with any query or claim).

Initials_____