



Direct Debit Request

Request and Authority to debit the account named below to pay Clonard College

Request and Authority to debit	Surname & Family Code (as appears on Fee Statement)
	Given Names
	Student Name
	Request and authorize CLONARD COLLEGE 153298 to arrange for any amount CLONARD COLLEGE may debit or charge you to be debited through the Bulk Electronic Clearing System from an account held at the financial institution identified below subject to the terms and conditions of the Direct Debit Request Service Agreement (and any further instructions provided below)
Insert details of Financial Institution	Financial Institution Name _____ Branch _____
Insert details of Account to be debited	Name of Account
	BSB number / / / - / /
	Account number / / / / / / / / / /
Acknowledgement	By signing this Direct Debit Request you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and CLONARD COLLEGE as set out in this Request and in your Direct Debit Request Service Agreement.
Frequency of debits \$ _____	The first debit may be made on ___/___/___ and at monthly (29 th each month) or fortnightly (every 2 nd Monday) intervals after that Please select an option by ticking the box <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly
Insert your signature and address	Signature <small>(if signing for a company, sign and print full name and capacity for signing, eg. Director)</small>
	Address _____
	Date / /



<p>Definitions</p>	<p><i>Account</i> means the account held at your <i>financial institution</i> from which we are authorised to arrange for funds to be debited.</p> <p><i>agreement</i> means this <i>Direct Debit Request Service Agreement</i> between you and us.</p> <p><i>business day</i> means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.</p> <p><i>debit day</i> means the day that payment by you to us is due.</p> <p><i>debit payment</i> means a particular transaction where a debit is made.</p> <p><i>Direct Debit request</i> means the <i>Direct Debit Request</i> between us and you.</p> <p><i>us or we</i> means CLONARD COLLEGE you have authorised by signing a <i>Direct Debit Request</i>.</p> <p><i>you</i> means the customer who signed the <i>Direct Debit Request</i>.</p> <p><i>your financial institution</i> is the financial institution where you hold the account that you have authorised us to arrange to debit.</p>
<p>1. Debiting your account</p>	<p>1.1 By signing a <i>Direct Debit Request</i>, you have authorised us to arrange for funds to be debited from your <i>account</i>. You should refer to the <i>Direct Debit Request</i> and this <i>agreement</i> for the terms of the arrangement between us and you.</p> <p>1.2 We will only arrange for funds to be debited from your <i>account</i> as authorised in the <i>Direct Debit Request</i>.</p> <p>1.3 If the <i>debit day</i> falls on a day that is not a <i>business day</i>, we may direct your <i>financial institution</i> to debit your <i>account</i> on the following <i>business day</i>. If you are unsure about which day your <i>account</i> has or will be debited you should ask your <i>financial institution</i>.</p>
<p>2. Changes by us</p>	<p>2.1 We may vary any details of this <i>agreement</i> or a <i>Direct Debit Request</i> at any time by giving you at least fourteen (14) days' written notice.</p>
<p>3.</p>	<p>3.1 Subject to 3.2 and 3.3, you may change the arrangement under a <i>Direct Debit Request</i> by contacting us at CLONARD COLLEGE, telephone 5278 2155</p> <p>3.2 If you wish to stop or defer a <i>debit payment</i> you must notify us in writing at least fourteen (14) days before the next <i>debit day</i>. This notice should be given to us in the first instance.</p> <p>3.3 You may also cancel your authority for us to debit your <i>account</i> at any time by giving us fourteen (14) days notice in writing before the next <i>debit day</i>. This notice should be given to us in the first instance.</p>
<p>4.</p>	<p>4.1 It is your responsibility to ensure that there are sufficient clear funds available in your <i>account</i> to allow a <i>debit payment</i> to be made in accordance with the <i>direct debit request</i>.</p> <p>4.2 If there are insufficient clear funds in your <i>account</i> to meeting a <i>debit payment</i>:</p>

	<p>(a) <i>you</i> may be charged a fee and/or interest by <i>your financial institution</i>;</p> <p>(b) <i>you</i> may also incur fees or charges imposed or incurred by <i>us</i>; and</p> <p>(c) <i>you</i> must arrange for the <i>debit payment</i> to be made by another method or arrange for sufficient clear funds to be in <i>your account</i> by an agreed time so that <i>we</i> can process the <i>debit payment</i>.</p> <p>4.3 <i>You</i> should check <i>your account</i> statement to verify that the amounts debited from <i>your account</i> are correct.</p> <p>4.4 If National Australia Bank Limited A.C.M. 004004 937 (“National”) is liable to pay goods and services tax (“GST”) on a supply made by the National in connection with this <i>agreement</i>, then <i>you</i> agree to pay the National on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.</p>
5. Dispute	<p>5.1 If <i>you</i> believe that there has been an error in debiting <i>your account</i>, <i>you</i> should notify <i>us</i> directly at CLONARD COLLEGE, telephone 5278 2155, and confirm that notice in writing with <i>us</i> as soon as possible so that <i>we</i> can resolve <i>your</i> query more quickly.</p> <p>5.2 If <i>we</i> conclude as a result of our investigation that <i>your</i> account has been incorrectly debited <i>we will</i> respond to <i>your</i> query by arranging for <i>your financial institution</i> to adjust <i>your account</i> (including interest and charges) accordingly. <i>We</i> will also notify <i>you</i> in writing of the amount by which <i>your account</i> has been adjusted.</p> <p>5.3 If <i>we</i> conclude as a result of our investigations that <i>your account</i> has not been incorrectly debited <i>we will</i> respond to <i>your</i> query by providing <i>you</i> with reasons and any evidence for this finding.</p> <p>5.4 Any queries <i>you</i> may have about an error made in debiting <i>your account</i> should be directed to <i>us</i> in the first instance to that <i>we</i> can attempt to resolve the matter between <i>us</i> and <i>you</i>. If <i>we</i> cannot resolve the matter <i>you</i> can still refer it to <i>your financial institution</i> which will obtain details from <i>you</i> of the disputed transaction and may lodge a claim on <i>your</i> behalf.</p>
6. Accounts	<p>YOU should check:</p> <p>(a) With <i>your financial institution</i> whether direct debiting is available from <i>your account</i> as direct debiting is not available on all accounts offered by financial institutions.</p> <p>(b) <i>Your</i> account details which <i>you</i> have provided to <i>us</i> are correct by checking them against a recent <i>account</i> statement; and</p> <p>(c) With <i>your financial institution</i> before completing the <i>Direct Debit Request</i> if you have any queries about how to complete the <i>Direct Debit Request</i>.</p>
7. Confidentiality	<p>7.1 <i>We</i> will keep any information (including <i>your account</i> details) in <i>your Direct Debit request</i> confidential. <i>We</i> will make reasonable efforts to keep any such information that <i>we</i> have about <i>you</i> secure and to ensure that any of <i>our</i> employees or agents who have access to information about <i>you</i> do not make any unauthorised use, modification, reproduction or disclosure of that information.</p> <p>7.2 <i>We</i> will only disclose information that <i>we</i> have about <i>you</i>:</p> <p>(a) To the extent specifically required by law; or</p> <p>(b) For the purposes of this <i>agreement</i> (including disclosing information in connection with any query or claim).</p>
8. Notice	<p>8.1 If <i>you</i> wish to notify <i>us</i> in writing about anything relating to this <i>agreement</i>, <i>you</i> should write to CLONARD COLLEGE</p> <p>8.2 <i>We</i> will notify <i>you</i> be sending a notice in the ordinary post to the address <i>you</i> have given <i>us</i> in the direct debit request.</p> <p>8.3 Any notice will be deemed to have been received two <i>business days</i> after it is posted.</p>