



Mount St Joseph Girls' College
 ABN 22 050 139 663
 PO Box 139 Altona Nth Vic 3025
 133 Maidstone St Altona Vic 3018
 Ph 03 8398 2000 Fax 03 9398 3498
 Email msjfees@msj.vic.edu.au

Direct Debit Request

Request and Authority to debit the account named below to pay Mount St Joseph Girls' College

Request and Authority to debit	Your Surname or company name _____ Your Given names or ABN/ARBN _____ "you" MSJ Account No _____ Student name _____ request and authorise Mount St Joseph Girls' College to arrange, through its own financial institution, a debit to your nominated account any amount Mount St Joseph Girls' College has deemed payable by <i>you</i> . Please select an option from schedule below. This debit or charge will be made through the Bulk Electronic Clearing System (BECS) from <i>your</i> account held at the financial institution you have nominated below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.
Insert the name and address of financial institution at which account is held	Financial institution name _____ Address _____ _____
Insert details of account to be debited	Name/s on account _____ BSB number (Must be 6 Digits) _ _ _ _ _ - _ _ _ _ _ Account number _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Acknowledgment	By <i>signing and/or</i> providing us with a valid instruction in respect to <i>your</i> Direct Debit Request, you have understood and agreed to the terms and conditions governing the debit arrangements between you and Mount St Joseph Girls' College as set out in this Request and in your Direct Debit Request Service Agreement.
Insert your signature and address	Signature (s) _____ (If signing for a company, sign and print full name and capacity for signing eg. director) Address _____ Date ___ / ___ / ___

My selected payment method is*:

- Per annum 1 instalment in February with early payment discount applying.
- Per term 4 instalments due February, April, July and September.
- Per month 8 instalments due each month from February to September.
- Per fortnight 16 instalments due each fortnight from late February to late September.

* Amounts deducted will be adjusted for music/ drama lessons/VET/VCAL fees authorised by families and laptop insurance claims.
 * Actual dates for deductions are advertised in annual fees schedules published in advance of the academic year.

Direct Debit Request – Service Agreement

The following is your Direct Debit Service Agreement with Mount St Joseph Girls' College, ABN 22050139663, User ID **415747**. 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** means Mount St Joseph Girls' College, (the Debit User) *you* have authorised by signing a *direct debit request*.
- **you** means the customer who signed the *Direct Debit Request*.
- **your financial institution** means the financial institution nominated by *you* on the DDR at which the *account* is maintained.

1. Debiting your account

By signing a *Direct Debit Request*, *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*

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

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.

3. Amendments by you

You may change, stop or defer a debit payment, or terminate this agreement by providing *us* with at least fourteen **(14) days'** notification by writing to: Mount St Joseph Girls' College **or** by telephoning *us* on (03) 8398 2000 during business hours **or** arranging it through your own financial institution.

4. Your obligations

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*:

- (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*.

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

If Mount St Joseph Girls' College is liable to pay goods and services tax ("GST") on a supply made in connection with this *agreement*, then *you* agree to pay Mount St Joseph Girls' College on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.

5. Dispute

If *you* believe that there has been an error in debiting *your account*, *you* should notify *us* directly on (03) 8398 2000 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.

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.

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

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*:

- (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

If *you* wish to notify *us* in writing about anything relating to this *agreement*, *you* should write to Mount St Joseph Girls' College, PO Box 139 Altona Nth Vic 3025, 133 Maidstone St Altona Vic 3018. *We* will notify *you* by sending a notice in the ordinary post to the address *you* have given *us* in the *Direct Debit Request*. Any notice will be deemed to have been received on the third *banking* day after posting.