



Mount St Benedict College Direct Debit Request Form (DDR)

New Family

Existing Family

Please tick

CLIENT AUTHORITY

Family Name:

Family Code:

I / We

Authorise

Mount St Benedict College (User Id.: 069019)

To arrange for funds to be debited from my/our credit card or account at the financial institution identified below and send as prescribed below through the Bulk Electronic Clearing System (BECS).

The amount to be debited will be sufficient to finalise the account by the end of the academic year.

Include tax deductible donations to the
Mount St Benedict College Building Fund.

 Yes

 No

Please tick

Receipts for taxation purposes will be posted at the beginning of Semester Two for donations received prior to 30th June.

Credit Card – MasterCard, Visa or American Express

Credit Card No:

Name on Card:

Expiry Date:

mmyy

Debit Terms:

Month

Term

Payment in Full

Please tick

Monthly payments will be processed on the 17th day of the month (or the next business day).

Term payments will be processed on the 3rd Friday of each term. Payment in full will be processed in the 3rd week of Term One.

Savings or Cheque Account

Details of the account to be debited *(all details must be supplied)*

Name of Financial Institution

Account Name

BSB Number

Account Number

Frequency

Weekly *(Friday only)*

Commencing Friday

dd/mm/yyyy

of Debit

Fortnightly *(Friday only)*

Commencing Friday

dd/mm/yyyy

Please tick

Monthly

Commencing 17th of month, or next business day

Term

3rd Friday of each term

Authorisation

I/We authorise the following:

1. The Debit User to verify the details of the abovementioned account with my/our Financial Institution.
2. The Financial Institution to release information allowing the Debit User to verify the abovementioned account details.
3. The Authority to remain in force until I/We notify the College in writing.

Signed

Date

Signed

Date

This Direct Debit Request must be signed and dated by the client(s)



Mount St Benedict College Direct Debit Request Form (DDR)

DIRECT DEBIT – Conditions of Use.

1. Amounts to be debited will be based on invoices issued by Mount St Benedict College.
 - 4 term payments processed on the third Friday of each term,
 - 10 monthly payments commencing 17 February,
 - 20 fortnightly payments commencing mid-February or
 - 40 weekly payments commencing mid-February
2. A minimum of fourteen (14) days' notice must be given by either the College or client to vary any of the debit arrangements.
3. Requests to vary or cease these arrangements must be given in writing by the College or client. Notice of fourteen days (14) is required.
4. Requests to cease direct debit arrangements must be directed to the College in the first instance. The College will, within fourteen (14) days of receiving such notice, cancel the direct debit arrangement. In the event of a payment being scheduled prior to the expiration of the fourteen (14) day notice period, then that payment shall be made and applied to outstanding fees unless the College agrees to other arrangements.
5. In the event of a dispute arising concerning a debit, queries must be first directed to the College. An investigation will then be initiated. First responses by the College will be made within five (5) school days of the query being raised.
6. Not all accounts of the organizations that are members of the Bulk Electronic Clearing System (BECS) are available for direct debiting. The client should confirm the suitability of their account with their financial institution before completing this authority. It is the client's responsibility to ensure account details are entered correctly on this authority.
7. It is the client's responsibility to ensure sufficient clear funds are available in the nominated account prior to the due date for payment. If the due date falls on a non-business day, enquiries should be directed to your financial institution as to when payment will be processed.
8. **In the event of debit items being returned unpaid by the client's financial institution, the College will attempt to debit the client's account again at any time to ensure payment is effected. The client will be responsible for any fees levied by either the College's or client's financial institution resulting from non-payment of the debit.**
9. When any payment due under this agreement has been agreed to be paid by way of direct debit, you hereby agree:
 - That you will not close the nominated account
 - You will maintain an appropriate level of funds in the nominated account
10. The College will at all times ensure the details of each client will remain confidential and only be released to the College's or client's financial institution.