

# DIRECT DEBIT REQUEST

Request and Authority to Debit the account named below to pay  
**ST THERESE'S CATHOLIC PRIMARY SCHOOL, KENNINGTON**

Financial Institution/Bank Name: .....

Institution/Bank Address:.....

*(to be completed by customer)*

I/We

Customer Name(s) giving Direct Debit Request

Customer Residential Address

Postcode

hereby authorise **ST THERESE'S CATHOLIC PRIMARY SCHOOL, KENNINGTON** to arrange for funds to be debited from my/our account, held with the Financial Institution identified above, as described in The Schedule below.

I/We nominate to have the following amount debited \$..... as per frequency indicated below

## **Payment Details:**

The payment is for School Fees and Student Levies.  
Identified by Family Name/Fee Account Number.

## **The Schedule**

### **Details of account to be debited:**

Account held in the name(s) of: .....

Financial Institution's BSB :

Account Number: \_\_\_\_\_

Please check with your Financial Institution to ensure the account nominated will facilitate direct debiting. See attached Service Agreement Clause 5.

Direct Debiting to commence on: 02/02/2023 and thereafter on a fortnightly  or weekly  frequency.

*Please select option*                      09/02/2023 and thereafter on a fortnightly frequency

20/02/2023 and thereafter on a monthly frequency

## **Direct Debit Request Authorisation**

I/We have read and understood the "Service Agreement" overleaf and acknowledge and agree to it.

I/We request this Arrangement remain in force in accordance with The Schedule described above and in compliance with the "Service Agreement" overleaf.

Customer(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

# DIRECT DEBIT REQUEST

Request to establish Debit Authority within the Direct Debit System

## St Therese's Catholic Primary School - Service Agreement

1. **ST THERESE'S CATHOLIC PRIMARY SCHOOL, KENNINGTON** (the "Debit User") will debit the BSB/Account nominated in The Schedule of this Direct Debit Request as specified.
2. **ST THERESE'S CATHOLIC PRIMARY SCHOOL, KENNINGTON** will not give less than 14 days written notice to the customer should it propose to vary the arrangements of this Direct Debit Request
3. The customer(s) may request the Debit User to defer or alter the payment amount specified in the Schedule of this Direct Debit Request Requests authorising these changes may be made by phoning or visiting **ST THERESE'S CATHOLIC PRIMARY SCHOOL, KENNINGTON** Customer(s) may change the:
  - Due Date of Payment
  - Payment Amount
  - Frequency of Payment

Customer(s) wishing to vary the drawing account details specified in The Schedule of this Direct Debit Request must provide signed authority for Such changes to be affected.

4. In compliance with the Industry's Direct Debit Claims Process, **ST THERESE'S CATHOLIC PRIMARY SCHOOL, KENNINGTON** will assist customer(s) disputing any payment amount drawn on the nominated BSB/Account in The Schedule of this Direct Debit Request **ST THERESE'S CATHOLIC PRIMARY SCHOOL, KENNINGTON** will endeavor to resolve this matter within the Industry agreed timeframes. Customer(s) may visit any branch of their bank and complete a "Direct Debit System Claim Request" form to initiate the process.
5. **ST THERESE'S CATHOLIC PRIMARY SCHOOL, KENNINGTON** advises that some Financial Institution accounts do not facilitate direct debits and as such the customer(s) must check with their Financial Institution (Ledger FI) to ensure the account nominated in The Schedule of this Direct Debit Request enables direct debiting.
6. It is the customer(s) responsibility to ensure at all times there is sufficient cleared funds available, at the due date of the debit drawing, to enable payment from the BSB/Account as nominated in The Schedule of this Direct Debit Request
7. **ST THERESE'S CATHOLIC PRIMARY SCHOOL, KENNINGTON** advises the debit drawing will be made on the agreed due date as nominated in The Schedule of this Direct Debit Request When the due date is a closed business day **ST THERESE'S CATHOLIC PRIMARY SCHOOL, KENNINGTON** will initiate the debit drawing on the next open business date. Customer(s) may direct processing inquiries to their Ledger FI.  
  
A closed business day is defined as any calendar day on which the customer(s) Ledger FI is not open for direct debit processing. That is
  - Weekends
  - Public Holiday – State
  - Public Holiday – National
8. Where an unpaid debit item is returned by the customer(s) Ledger FI, **ST THERESE'S CATHOLIC PRIMARY SCHOOL, KENNINGTON** will, in accordance with The Schedule of **ST THERESE'S CATHOLIC PRIMARY SCHOOL, KENNINGTON**, Fees & Charges, apply an Outward Dishonor Fee to the customer(s) recipient account.
9. Customer(s) who wish to cancel this Direct Debit Request must notify **ST THERESE'S CATHOLIC PRIMARY SCHOOL, KENNINGTON** in writing not less than 7 days before the next scheduled debit drawing.

**ST THERESE'S CATHOLIC PRIMARY SCHOOL, KENNINGTON** requests the customer(s) to direct all inquiries, disputes requests for payment changes or cancellation directly to the **ST THERESE'S CATHOLIC PRIMARY SCHOOL, [debtors@stkennington.catholic.edu.au](mailto:debtors@stkennington.catholic.edu.au)**

10. **ST THERESE'S CATHOLIC PRIMARY SCHOOL, KENNINGTON** agrees to keep confidential all customer(s) records and account details contained in The Schedule of this Direct Debit Request unless authorised to release such information pursuant to a debit item dispute or similar event where the customer(s) has provided prior consent to do so.

**\*\* PLEASE DIRECT ANY QUERIES VIA EMAIL TO: [debtors@stkennington.catholic.edu.au](mailto:debtors@stkennington.catholic.edu.au) \*\***