



ST MARY'S PRIMARY SCHOOL

McLennan Street, Mooroopna..3629
Telephone 5825 2858 Fax 5825 4026

**Direct Debit & Credit
Card Request**

Request and Authority to Debit the account or Credit Card named below to pay
St. Mary's Primary School Mooroopna School Fees

I, We _____ of
Customer name(s) giving DDR

Customer address

Postcode: _____

authorise St. Mary's Primary School (User ID 324013) to arrange through it's own Financial Institution, for funds to be debited from **my/our account** or **my nominated Credit Card** (please circle), through the Bulk Electronic Clearing System as described in The Schedule below.

Payment Details:

The payment is for Tuition, Fees and charges.

Identified by Family name/ Fee account number. _____ Amount of \$ _____

THE SCHEDULE

DETAILS OF ACCOUNT TO BE DEBITED FOR DIRECT DEBIT

Account held in the name of: _____ Name of Bank _____

Branch where account is held _____

BSB Number

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Account Number

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(Please note direct debiting is not available on the full range of accounts. If in doubt, please refer to your Financial Institution.)

- Fortnight Direct Debit to commence on _____ and thereafter on a fortnightly frequency.
- Monthly Direct Debit to commence on _____ and thereafter on a Monthly frequency.
- Quarterly Direct Debit to commence on _____ and thereafter on last Thursday of term.

DETAILS OF CREDIT CARD TO BE DEBITED

Name of Card Holder _____

- Fortnight Credit Card to commence on _____ - fortnight frequency thereafter
- Monthly Direct Debit to commence on _____ - Monthly frequency thereafter

Please charge my Credit Card

Visa / Mastercard (please circle)

Exp Date

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Card Number

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CCV

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Name on Card _____ Signature _____

DIRECT DEBIT / CREDIT CARD REQUEST AUTHORISATION

I/we have read the "Service Agreement" overleaf and acknowledge and agree to same.

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: _____

Customer(s) Signature: _____ Date: _____

DIRECT DEBIT / CREDIT CARD REQUEST SERVICE AGREEMENT

1. St. Mary's Primary School, Mooroopna (Debit User) will initiate debit items in the manner referred to in The Schedule
2. St. Mary's Primary School (Debit User) will provide 14 days written notice if it proposes to vary details of this arrangement including, without limitation, the amount and frequency of payments. I/we may contact St. Mary's School about any proposed change before it takes place.
3. If I/we wish to defer, cancel any payment or alter any of the details referred to in The Schedule, I/we must contact St. Mary's School (Debit User).
4. In compliance with the Industry's Direct Debit Claim process, St. Mary's School will assist customers disputing any debit item drawn on the nominated BSB/account in The Schedule of this direct debit request. St. Mary's School will endeavor to resolve this matter within the agreed Industry timeframes. Customers can contact their bank should they be unable to resolve the issue and complete a "Direct Debit System Claim form" to initiate the process.
5. Direct debiting is not available on the full range of accounts of all financial institutions and I/we must check that the financial institution referred to in the first part of The Schedule will accept direct debits under this arrangement.
6. It is my/our responsibility to have sufficient clear funds available in the account to be debited when each payment is due to permit the payment of debit items of this request.
7. If payment falls due on any day which is not a business day, the payment will be made on the next business day.
8. If a debit item is returned unpaid, I/we may be charged a fee for each such item.
9. If I/we wish to cancel this Direct Debit / Credit Card Request or stop individual debit items from time to time, I/we must give St. Mary's School **seven days notice**. Customers may cancel DDR through their bank.
10. St. Mary's School requests the customer to direct all enquiries, disputes or requests for payment change or cancellation to St. Mary's School (Debit User).
11. In the event that a debit item is initiated as the result of the fraud of the third party, I/we shall not be liable for the payment.
12. Except to the extent that disclosure is necessary in order to process debit items or as otherwise may be required by law, details of your accounts will remain confidential to St. Mary's School (Debit User).