



PARISH SCHOOLS OFFICE

Serving the Catholic Schools of Coffs Harbour and Sawtell

PO Box 2450 (Curran Centre, 12 Gordon Street)
Coffs Harbour NSW 2450
Email: admin@parishschoolsoffice.com.au

Phone: 02 6651 0046
Fax: 02 6651 2897
Website: www.parishschoolsoffice.com.au

Direct Debit Request (DDR)

Parent/Guardian Authority: (Name of parent/guardian giving the DDR)

I/We:

Phone: Mobile:

Authorise and request:

Name of Debit User: **PARISH SCHOOLS OFFICE**

APCA User ID Number: **209484**

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

I/We acknowledge that this direct debit arrangement is governed by the terms of the DDR Service Agreement attached (please retain for your records) and is to remain in force in accordance with the terms and conditions described in that Service Agreement.

Signature: Date:

Signature: Date:

(If in joint names, both signatures may be required)

Details of the Account to be Debited: (Name of the financial institution and branch where account is held)

Please Note: Direct debiting is not available on the full range of accounts. If in doubt, please refer to your financial institution.

Financial Institution: Branch:

Name of Account Holder: (As appears on your financial statement) BSB Number Account Number

OR Credit Card Number: Expiry Date:/...../.....

Visa / MasterCard (circle)

Name on Credit Card:

Payment Details:

Please debit my account according to the following instructions: Tick selected option

OPTION 1: Amount: \$..... Lump Sum payment for the year due **1st March** commencing on/...../.....

OR

OPTION 2: Amount: \$..... per Instalment (x3) due **1st Mar, 1st June, 1st Sept** commencing on/...../.....

OR

OPTION 3: Amount: \$..... per Month (x 11) due **1st February to 1st December** commencing on/...../.....

OR

OPTION 4: Amount: \$..... per Week (x 44) or Fortnight (x 22) commencing on **Friday**/...../.....

DDR payments will be updated annually per Schedule of Standard School Fees & will continue until further notice or until enrolment(s) terminated.

OFFICE USE ONLY

Date Processed: / /	Scanned By:	Family Code:
Processed By:	Checked By:	Frequency:

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Direct Debit Request (DDR) Service Agreement

This DDR Service Agreement forms part of the terms of the DDR and should be read in conjunction with the DDR form.

Direct Debit Arrangements

Your signature on the DDR form allows us to debit your designated account for school fees as per the invoiced amount each new school year or part thereof. You will receive written notice each year ("Schedule of Standard School Fees") of the annual amount for the following year and your direct debit amount will change accordingly on the appropriate start date.

The direct debit amount may change from the amount originally calculated at the start of each school year if: (1) there are arrears, the new payment will be calculated to include arrears; (2) there are any other agreed adjustments; (3) a direct debit dishonours and the following payments are increased to cover the arrears, including dishonour charges.

Your Rights

You can cancel, alter, stop or defer your DDR at any time by providing at least 2 business days notification to the Parish Schools Office. If you consider that a drawing has been initiated incorrectly, you should advise the Parish Schools Office in writing. If you dispute a payment, we will respond to your dispute within 5 business days.

Returned or Dishonoured DDR's

If there are insufficient funds in your designated account to enable a drawing to be made, any dishonour fees incurred by the Parish Schools Office will be debited to your school fees account. Your own financial institution may also charge you a dishonour fee.

If the DDR is dishonoured or declined, an administration fee of \$10.00 may be charged in addition to any bank charges specified above.

You can avoid any additional charges or bank fees by calling us on 6651 0046 before the DDR due date and making an alternative payment arrangement.

It Is Your Responsibility To:

- **Ensure that there are sufficient cleared funds in your designated account by the due date** to enable drawings to be made in accordance with your DDR arrangements.
- Check that you have filled in your correct account details on the DDR form.
- Ensure that your designated account can accept direct debits (direct debiting may not be available on all accounts - please check with your financial institution).
- Advise us if your designated account is transferred, closed or if any other account details change, including credit card expiry date.
- Arrange a suitable payment method if your drawing arrangements are cancelled.

Non Business Days

If a direct debit falls on a day which is not a business day, the drawing will be made on the next business day.

Your Records

We will keep your direct debit records and account details confidential, except where the disclosure of certain information to your financial institution is necessary to enable us to act in accordance with your drawing arrangements. We may disclose the information in the event of a claim or relating to an alleged incorrect or wrongful debit, or otherwise as required by law.

Enquiries

If you have any queries concerning this agreement or any drawings made under it, please contact the Parish Schools Office on **6651 0046**.

Revised: April 2016