



I hereby request and authorise Shire Christian School (ABN 75001792669; Debit User Identification Number 405572) to arrange through its own financial institution a direct debit to my account held at the financial institution identified below for the amounts shown below through the Bulk Electronic Clearing System and paid to the School subject to the Terms and Conditions of the DDRS Agreement (attached).

SECTION 1: REQUESTED BY

Last name:

First name:

Address:

Student name(s):

SECTION 2: DIRECT DEBIT TYPE

Pay from: (select one)

Bank account → go to section 3

Credit card → go to section 4

SECTION 3: DIRECT DEBIT FROM BANK ACCOUNT

Bank name:

Bank branch:

BSB number:

Account number:

Account name:



SECTION 4: DIRECT DEBIT FROM CREDIT CARD

Credit card type: Visa MasterCard Amex

Credit card number:

Expiry date:

Name on card:

SECTION 5: INSTALMENT DETAILS

Pay by instalments: Weekly Fortnightly Monthly

Max amount to be debited:

Instalment start date:

Note: Instalments run from February to November. Accounts must be paid in full by 30th November each year.

SECTION 6: ACKNOWLEDGEMENT & AUTHORISATION

Signature:

Date:

Signature:

(If required)

Date:

Please complete and return to: Shire Christian School Accounts Department

PO Box 390 Sutherland NSW 1499

or email to:

fees@shirechristian.nsw.edu.au



This is your Direct Debit Service Agreement with Shire Christian School ABN 75001792669. It explains 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.

Please 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.

1. Debiting your account

- 1.1 By signing a Direct Debit Request or by providing us with a valid instruction, 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.
- 1.2 We will arrange for funds to be debited from your account as authorised in the Direct Debit Request.
- 1.3 If the debit day falls on a day that is not a banking day, your financial institution may 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

- 2.1 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.
- 2.2 By signing this agreement, you agree to permit us to increase your direct debit amount to take account of annual fee increases.

3. Amendments by you

- 3.1 You may change, stop or defer a debit payment, or terminate this agreement by providing us with at least fourteen (14) days notice days notice by writing to:
 - Shire Christian School
Attn: Accounts Department
PO Box 390, Sutherland NSW 1499or via email: fees@shirechristian.nsw.edu.au
or by phoning the office on 02 8525-5111 during business hours during term time.
- 3.2 If you terminate this agreement, the outstanding balance of fees on your account will become due and payable immediately.

4. Your obligations

- 4.1 It 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.
- 4.2 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.
- 4.3 You should check your account statement to verify that the amounts debited from your account are correct.



5. Dispute

5.1 If you believe that there has been an error in debiting your account, please notify us as soon as possible so that we can resolve your query promptly. Please phone 02 8525-5111 or write to:

The Accounts Department
Shire Christian School
PO Box 390, Sutherland NSW 1499
fees@shirechristian.nsw.edu.au

5.2 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.

5.3 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

6.1 You should check:

- (a) with your financial institution whether direct debiting is available from your account as direct debiting is not available through BECS on all accounts offered by financial institutions.
- (b) that the account details 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

7.1 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.

7.2 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

8.1 If you wish to notify us in writing about anything relating to this agreement, please write to:

The Accounts Department
Shire Christian School
PO Box 390, Sutherland NSW 1499
fees@shirechristian.nsw.edu.au

8.2 We may send notices either electronically to your email address or by ordinary post to the address you have given us.

8.3 Any notice will be deemed to have been received on the third banking day after emailing or posting.



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 Shire Christian School (the Debit User) you have authorised by requesting a Direct Debit Request.

you means the customer who has signed or authorised by other means the Direct Debit Request.

bank or financial institution means the financial institution nominated by you on the DDR at which the account is maintained.