

# **Direct Debit Request**

### **School Fees Payment**

Request and Authority to debit the Account named below to pay TRINITY GRAMMAR SCHOOL				
Request and Authority to debit	Surname or company name			
	Given names or ACN/ARBN("you")			
	request and authorise <i>Trinity Grammar School Debit User Identification Number 245333</i> to arrange, through its own financial institution for any amount <i>Trinity Grammar School</i> may debit or charge you to be debited through the Bulk Electronic Clearing System from an account held at the financial institution identified below and paid to the debit user, subject to the terms and conditions of the Direct Debit Request Service Agreement and any further instructions provided below.			
Insert the Name and	Financial institution name			
Address of financial institution at which Account is held	Address			
Insert details of Account to be debited	Name of account			
	BSB number   _   _   -   _   _			
	Account number			
	OR			
	Credit Card Type (please indicate)			
	Credit Card number / / /			
	Expiry Date/			
	Name on Card			
Acknowledgment	By signing this Direct Debit Request you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and <i>Trinity Grammar School</i> as set out in this Request and in your Direct Debit Request Service Agreement.			
Payment Details	The maximum amount to be debited at any one time is:			
	\$     -    (amount in words)			
	The first debit may be made on/ and at weekly/fortnightly/monthly (please circle appropriate preference) intervals after that.			
Insert your Signature and Address	Signature			
Address	(If signing for a company, sign and print full name and capacity for signing eg. director)			
	Address			
Please return this form in the enclosed Replied Paid Envelope to:  TRINITY GRAMMAR SCHOOL				
PO Box 174, Summer Hill NSW 2130				



# Direct Debit Request Service Agreement

#### **Trinity Grammar School**

#### ABN 7924 560 5610

The following is your Direct Debit Service Agreement with **Trinity Grammar School & ABN 7924 560 5610**. The agreement is designed to explain 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.

We recommend you 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.

#### **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 Trinity Grammar School, the Debit User you have authorised by signing a direct debit request.

you means the customer who signed the direct debit request.

your financial institution is the financial institution where you hold the account that you have authorised us to arrange to debit.

## 1. Debiting your account

- 1.1 By signing a *direct debit request, 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 only 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*, *we* may direct *your financial institution* to 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. Changes 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.
- 3. Changes 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) notification by writing to PO Box 174, SUMMER HILL NSW 2130 OR cdungan@trinity.nsw.edu.au

or

by telephoning us on 9581 6000 during business hours.

4.	Your obligations	4.1	It is <i>your</i> responsibility to ensure that there are sufficient clear funds available in <i>your</i> account to allow a <i>debit payment</i> to be made in accordance with the <i>direct debit request</i> .
		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 <i>debit payment</i> 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 <i>debit payment</i> .
		4.3	You should check your account statement to verify that the amounts debited from your account are correct
		4.4	If <i>Trinity Grammar School</i> is liable to pay goods and services tax ("GST") on a supply made in connection with this <i>agreement</i> , then <i>you</i> agree to pay <i>Trinity Grammar School</i> on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.
5	Dispute	5.1	If you believe that there has been an error in debiting <i>your account, you</i> should notify <i>us</i> directly on <b>02 9581 6000</b> or <b>PO Box 174, SUMMER HILL NSW 2130</b> or <b>cdungan@trinity.nsw.edu.au</b> and confirm that notice in writing with <i>us</i> as soon as possible so that <i>we</i> can resolve <i>your</i> query more quickly.
		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.
6.	Accounts	You s	hould check:
			(a) with <i>your financial institution</i> whether direct debiting is available from <i>your account</i> as direct debiting is not available on all accounts offered by financial institutions.
			(b) your account details which 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 <i>agreement</i> (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, you should write to The Bursar Trinity Grammar School - PO BOX 174, SUMMER HILL NSW 2130
		8.2	We will notify you by sending a notice in the ordinary post to the address you have given us in the direct debit request.
		8.3	Any notice will be deemed to have been received on the third banking day after posting.