



175 Derrimut Road
PO Box 1042
Werribee Plaza, 3030
Phone: (03) 9749 1522
Fax: (03) 9748 6257
ABN:40 005 962 792

Direct Debit Variation Request

Family Code: _____ Family Surname: _____	
Insert change details of account to be debited BANK ACCOUNT OR CREDIT CARD	Name of Bank Account _____ BSB number _ _ _ - _ _ _ Account number _ _ _ _ _ _ _ _ _ _ <p style="text-align: center;">*****OR*****</p> Name on Credit Card _____ Card Number _ _ _ _ - _ _ _ _ - _ _ _ _ - _ _ _ _ Expiry Date _ _ - _ _ Card Type: Mastercard / Visa (Cross out whichever does not apply)
	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>Heathdale Christian College</i> as set out in this Request and in your Direct Debit Request Service Agreement.
Insert frequency of Debits	<ul style="list-style-type: none"> ▪ The maximum amount to be debited at any one time is: \$ _ _ _ _ - _ _ (amount in words) _____ ▪ The first <i>debit day</i> shall be the <i>business day</i> on or immediately after ___/___/___, then at twice Monthly (14th) / Monthly (28th) intervals after that until the end of November for the current year / until further notice. ▪ <i>Heathdale Christian College</i> is instructed to allocate \$ _____ from the first: 1 / 2 debit/s (circle one) of each payment for the Voluntary Building Fund Levy.
Insert your signature and address	Signature _____ <p style="text-align: center;">(If signing for a company, sign and print full name and capacity for signing eg. director)</p> Address _____ Date ___/___/___ For Office Use Only Date _____ Initial _____

Direct Debit Request Service Agreement

Definitions	<p>For the purposes of this agreement, the following terms are defined.</p> <p>Wherever a term is defined in the singular, it also means the plural.</p> <p><i>direct debit authority</i> means the form that authorises Heathdale Christian College to request</p> <p><i>you</i> or <i>your</i> means the person who has authorised the <i>direct debit authority</i>.</p> <p><i>our, us</i> or <i>we</i> means <i>Heathdale Christian College</i>.</p> <p><i>agreement</i> means this Direct Debit Request Service Agreement between <i>you</i> and <i>us</i>.</p> <p><i>account</i> means an account held <i>at your financial institution</i> from which <i>we</i> are authorised to request arrange for funds to be debited.</p> <p><i>your financial institution</i> is where <i>you</i> hold <i>account</i> that <i>you</i> have authorised <i>us</i> to arrange to debit.</p> <p><i>business day</i> means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.</p> <p><i>debit day</i> means the day that payment by <i>you</i> to <i>us</i> is due.</p> <p><i>debit payment</i> means a particular transaction where a debit is made.</p> <p><i>transitional period</i> means the period commencing on the industry implementation due for Direct Debit Requests (currently 31st March) and concluding 12 calendar months from that date.</p> <p><i>you</i> have authorised by signing a <i>direct debit request</i>.</p>
1. Debiting your account	<p>1.1 By signing a <i>direct debit request</i>, <i>you</i> have authorised <i>us</i> to arrange for funds to be debited from <i>your account</i>. <i>You</i> should refer to the <i>direct debit request</i> and this <i>agreement</i> for the terms of the arrangement between <i>us</i> and <i>you</i>.</p> <p>1.2 <i>We</i> will only arrange for funds to be debited from <i>your account</i> as authorised in the <i>direct debit request</i>.</p> <p>1.3 If the <i>debit day</i> falls on a day that is not a <i>business day</i>, <i>we</i> may direct <i>your financial institution</i> to debit <i>your account</i> on the following <i>business day</i>.</p> <p>If <i>you</i> are unsure about which day <i>your account</i> has or will be debited <i>you</i> should ask <i>your financial institution</i>.</p>
2. Changes by us	<p>2.1 <i>We</i> may vary any details of this <i>agreement</i> or a <i>direct debit request</i> at any time by giving <i>you</i> at least fourteen (14) days' written notice.</p>
3. Changes by you	<p>3.1 Subject to 3.2 and 3.3, <i>you</i> may change the arrangements under a <i>direct debit request</i> by contacting <i>us</i> on 9749 1522.</p> <p>3.2 If <i>you</i> wish to stop or defer a <i>debit payment</i> you must notify <i>us</i> in writing at least seven (7) days before the next <i>debit day</i>. This notice should be given to <i>us</i> in the first instance.</p> <p>3.3 <i>You</i> may also cancel <i>your</i> authority for <i>us</i> to debit <i>your</i> account at any time by giving <i>us</i> seven (7) days notice in writing before the next <i>debit day</i>. This notice should be given to <i>us</i> in the first instance.</p>
4. Your obligations	<p>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>.</p> <p>4.2 If there are insufficient clear funds in <i>your</i> account to meet a <i>debit payment</i>:</p> <ul style="list-style-type: none"> (a) <i>you</i> may be charged a fee and/or interest by <i>your financial institution</i>; (b) <i>you</i> may also incur fees or charges imposed or incurred by <i>us</i>; and (c) <i>you</i> must arrange for the <i>debit payment</i> to be made by another method or arrange for sufficient clear funds to be in <i>your</i> account by an agreed time so that <i>we</i> can process the <i>debit payment</i>.
	<p>4.3 <i>You</i> should check <i>your</i> account statement to verify that the amounts debited from <i>your</i> account are correct.</p> <p>4.4 If National Australia Bank Limited A.C.N. 004 044 937 ("National") is liable to pay goods and services tax ("GST") on a supply made by the National in connection</p>

with this *agreement*, then *you* agree to pay the National 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 in *your account*, *you* should notify *us* directly on 9749 1522 and confirm that notice in writing with *us* as soon as possible, so that *we* can resolve *your* 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.
- 5.4 Any queries *you* may have about an error made in debiting *your account* should be directed to *us* in the first instance so that *we* can attempt to resolve the matter between *us* and *you*. If *we* cannot resolve the matter *you* can still refer it to *your financial institution* which will obtain details from *you* of the disputed transaction and may lodge a claim on *your* behalf.

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 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*:
 - d) to the extent specifically required by law; or
 - e) 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*, *you* should write to PO Box 1042, Werribee Plaza 3030.
- 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 *two business days* after it is posted.