



## Direct Debit Request Service Agreement

The direct debit service agreement outlines how each payment option is processed, as well as your rights and obligations under the agreement.

### Direct Debit Options

If you choose the:

**Full Pay option:** we will automatically deduct the full balance of your term statement on the due date each term

**Even Pay option:** we will average the balance of your term statement over five payments for each term

**Budget Pay option:** please use the direct debit calculator (located on the Burgmann Website) to calculate the amount to be deducted on a fortnightly or monthly basis year round, commencing in January for 26 fortnightly payments or 12 monthly payments. This option can commence at any time.

### Your rights

Burgmann Anglican School will give you at least 14 days notice in writing if there are any changes to the terms of the agreement, unless otherwise agreed.

All information you give Burgmann Anglican School about your bank accounts will be kept in the strictest confidence between your financial institution, and Burgmann Anglican School. Burgmann Anglican School will not pass the information on to anyone else.

If you wish to alter, defer, cancel or stop your direct debit at any time, you must notify Burgmann Anglican School at least five (5) business days before the date the direct debit deduction is due to be made so the necessary changes can be arranged. Burgmann Anglican School will not draw from your account until the agreed new direct debit deduction date.

A direct debit application remains in force until it is cancelled.

If you believe Burgmann Anglican School has drawn on your account incorrectly, please contact Burgmann us on 02 6255 7700 so the matter can be resolved. Burgmann Anglican School will make every attempt to resolve the dispute within five business days.

### Your obligations

Direct debit may not be available on all types of savings or cheque accounts, so you should check with your financial institution before completing the direct debit application.

Once you have agreed to use direct debit for payment of your Burgmann Anglican School account you must have sufficient funds in your nominated direct debit account on the direct debit deduction date to cover your agreed payment deduction. If there are insufficient funds in your account on the direct debit deduction date, your financial institution may charge a fee that you will be obliged to pay.

If your financial institution rejects the deduction, we may re-draw on your account after five (5) business days or contact you to arrange alternate payment. You may incur a charge to cover administration costs and your direct debit arrangements may be cancelled without further notice.

If you change your direct debit account you will need to complete a new Direct Debit Request Form. You can download a form from the Burgmann Anglican School website, or collect from the front office of either campus.



## Payment Schedules

### Even Pay – 2019 Payment Dates

<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>	<b>Term 4</b>
08-Feb	03-May	26-Jul	18-Oct
22-Feb	17-May	09-Aug	01-Nov
08-Mar	31-May	23-Aug	15-Nov
22-Mar	14-Jun	06-Sep	29-Nov
05-Apr	28-Jun	20-Sep	13-Dec

### Full Pay – 2019 Payment Dates for each term

<b>Term 1</b>	15-Feb
<b>Term 2</b>	10-May
<b>Term 3</b>	02-Aug
<b>Term 4</b>	25-Oct

### Budget Pay

- fortnightly payment direct debits processed on Fridays public service pay weeks
- Monthly payment direct debits processed on 15<sup>th</sup> of each month.
- these regular payments can commence at any time

For further advice on direct debit with Burgmann Anglican School call 02 6255 7700.



**Burgmann Anglican School  
Direct Debit Request (DDR) Form**

Please read the **Direct Debit Service Agreement** before completing this form.

**Your Details**

Fee Account number ..... (staff to complete)

Name .....

Address .....

Suburb .....

State .....

Postcode .....

**Contact Details**

Mobile .....

Billing email address .....

**Direct debit options** - please select one type of direct debit

Payment option

**Full Pay** - Account debited on due date

**Even Pay** – Payments averaged over five fortnightly payments each term

**Budget Pay Fortnightly**       **Budget Pay Monthly**

**Budget Pay option:** please use the direct debit calculator (located on the Burgmann Website) to calculate the amount to be deducted. The calculated amount will automatically submit to accounts once completed.

**Building Fund**

The school also operates a tax deductible building fund to which parents can donate. The requested donation is \$200 per family per term. A tax receipt will be issued each year.

**Include the building fund contribution in my direct debit each term:**

**Yes / No (please circle)**

**Payment Options – Please select A or B**

**A. From your savings/debit account**

Financial institution \_\_\_\_\_

Branch \_\_\_\_\_

Account holder name/s \_\_\_\_\_

BSB number \_\_\_\_ / \_\_\_\_

Account number \_\_\_\_\_

Signature 1 \_\_\_\_\_ Signature 2 \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

Note: All signatories of the savings or cheque account indicated on this form are required to sign this authorisation.

**OR**

**B. From your Credit Card**

Mastercard

Visa card

American Express

**Credit card number**

-  -  -

Expiry date \_\_\_\_ / \_\_\_\_

CCV \_\_\_\_\_

Name on credit card \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

I/We authorise and request Burgmann Anglican School (User ID No. 127946) to arrange for funds to be transferred from my/our financial institution identified above.

I/We authorise and request Burgmann Anglican School to automatically adjust the deductions for Even Pay should charges vary.

I/We have read the Direct Debit Service Agreement and understand my/our rights and obligations.

This authorisation is to remain in force in accordance with the Direct Debit Request Service Agreement provided with this form.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Scan and email the form to: [schoolfees@burgmann.act.edu.au](mailto:schoolfees@burgmann.act.edu.au)

or mail the completed form to: Accounts Office  
Burgmann Anglican School  
4 The Valley Avenue  
Gungahlin ACT 2912

or Fax to: 02 6255 7701