

**YOUR DETAILS**

**ID NUMBER** (refer fee statement): \_\_\_\_\_ **CENTRELINK REFERENCE NUMBER:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
**GIVEN NAMES:** \_\_\_\_\_ **SURNAME:** \_\_\_\_\_  
**DATE OF BIRTH:** \_\_\_\_\_ **TEL:** \_\_\_\_\_

**DEDUCTION DETAILS**

Specify below which benefit you want the deduction to be taken from (e.g. Family Tax Benefit, Parenting Payment, Carer’s Payment, Newstart, Disability Support Pension, Age Pension).

**BENEFIT:** \_\_\_\_\_ **DEDUCTION AMOUNT PER FORTNIGHT:** \_\_\_\_\_

**DATE DEDUCTIONS TO COMMENCE** (please tick):

Next available payment       Future payment date. Please specify: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**ACKNOWLEDGEMENTS AND AUTHORISATION**

You authorise the Australian Government Department of Human Services (the Department) to deduct the nominated amount from your nominated Centrelink benefit every fortnight and pay this amount to Dominic College, CRN 555 052 884 T, for your school fees or other agreed charge.

You authorise Dominic College to disclose your information to the Department for the purpose of checking your account number, billing number, payments and reconciling your payment deduction details. You also authorise the College to provide the Department with your correct account and billing details if required.

You understand this authorisation and Centrelink Deduction Request (the Request) will remain in effect for the duration of your child’s/children’s enrolment with us, until your school fees are paid in full, until cancelled, or as otherwise agreed.

You understand if you wish to change or cancel a deduction, you must notify Dominic College at least 5 business days before your next payment is due. You also understand you can set up a deduction, cancel or make changes at any time via your online MyGov account, the Express Plus Centrelink mobile app or by contacting the Department.

You understand this deduction will be processed without a target amount and no end date.

You understand Dominic College can reduce or cancel your payments without your consent and without the need to complete a new Request.

You understand it is your responsibility to ensure the details provided on this Request are correct and to check your Dominic College fee statements to verify that the amounts deducted from your benefit are correct.

You understand it is your responsibility to ensure the required payments are being made to Dominic College. If the required payments are not being made, you understand you must arrange payment to the College by another method within 5 business days of the payment due date or contact the College within 5 business days of the payment due date to discuss an alternative arrangement.

You understand Dominic College will keep any information in this Request confidential and will make reasonable efforts to keep any such information it has about you secure and to ensure that any of its employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information. For information on how the College uses and manages your personal information, you can refer to our Privacy Policy at [www.dominic.tas.edu.au/our-families/policies](http://www.dominic.tas.edu.au/our-families/policies) or request a copy from the College.

If you wish to notify Dominic College in writing about anything relating to this Request, you should write to: Dominic College, PO Box 256, Glenorchy, Tasmania, 7010 or [fees@dominic.tas.edu.au](mailto:fees@dominic.tas.edu.au). The College may send notices either electronically to your email address or by ordinary post to the address you have given us. A notice by ordinary post will be deemed to have been received on the third business day after the date of posting or, if sent by email, when sent.

*By signing this Request you acknowledge having read, understood and agreed to the terms and conditions governing the arrangements between you and Dominic College as set out in this Request. You understand further information about Centrepay can be found online at [humanservices.gov.au/centrepay](http://humanservices.gov.au/centrepay)*

**YOUR SIGNATURE:**

\_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

