



Direct Debit Request

204 Tolosa Street
Glenorchy, Tas, 7010
T: 03 6274 6000
E: fees@dominic.tas.edu.au
W: www.dominic.tas.edu.au

PARENT/GUARDIAN DETAILS

ID Number (refer fee statement): _____

Name Parent/Guardian 1: _____

Name Parent/Guardian 2: _____

PAYMENT FREQUENCY (please tick)

- Monthly (10 payments, Feb-Nov) Monthly (12 payments, Jan-Dec)
 Fortnightly (20 payments, Feb-Nov) Fortnightly (24 payments, Jan-Dec)

Fee statements are emailed at the beginning of the month (from February).
Fees are payable by the 21st of the month in which statements are issued.

PAYMENT METHOD (please tick)

- Direct Debit (provide bank details below) Credit Card (provide card details below)

Debit Days:

- Monthly payments: 15th of the month from February to November (10 payments) or from January to December (12 payments)
- Fortnightly payments: 1st and 15th of the month from February to November (20 payments) or from January to December (24 payments)

Direct Debit: If the 1st falls on a non-business day, payment is processed on the next business day. If the 15th falls on a non-business day, payment is processed on the preceding business day.

Credit Card: If the 1st or 15th falls on a non-business day, payment is processed on the next business day.

Direct debit requests must be received at least 5 business days before payment is due to be made.

BANK ACCOUNT DETAILS

Financial Institution: _____

Account Name(s): _____

BSB: _____ Account Number: _____

Signature of Account Holder(s): 1. _____ 2. _____

CREDIT CARD/DEBIT CARD DETAILS

Card Number: _____ / _____ / _____ / _____

Name on Card: _____ Card Expiry: _____ / _____ CCV: _____

Signature of Cardholder: _____

ACKNOWLEDGEMENTS AND AUTHORISATION

I/we authorise Dominic College (User ID 405261) to arrange for funds to be debited from the nominated bank account or credit card. By signing this Direct Debit 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 the Direct Debit Request Service Agreement. This authorisation and Direct Debit Request will remain in force in accordance with the terms described in the Service Agreement.

Signature Parent/Guardian 1: _____

Signature Parent/Guardian 2: _____

Date: ____ / ____ / ____

Date: ____ / ____ / ____

OFFICE USE ONLY

Authority Number(s): _____

Date Entered: _____

Date Ceased: _____



Direct Debit Request Service Agreement

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Definitions

Account means the account held at *your financial institution* from which we are authorised to arrange for funds to be debited.

Agreement or **service agreement** means this Direct Debit Request Service Agreement between *you* and *us*.

Business day means a day other than a Saturday, Sunday or 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 this *Direct Debit Request* between *us* and *you*.

Us or **we** means Dominic College whom *you* have authorised by signing this *Direct Debit Request*.

You or **your** means the person(s) who signed this *Direct Debit Request*.

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

Debiting Your Account

- By signing a Direct Debit Request, you have authorised us to arrange for funds to be debited from your nominated account.
- You should refer to the Direct Debit Request and this Agreement for the terms of the arrangement between you and us.
- We will only arrange for funds to be debited from your account as authorised in the Direct Debit Request.
- If the debit day falls on a day that is not a business day, we may debit your account on either the preceding business day or the next business day, depending on the payment frequency and payment method chosen. Refer to Direct Debit Request for details.
- This Direct Debit Request and Agreement, will remain in effect for the duration of your child's/children's enrolment with us, until fees are paid in full, until cancelled, or as otherwise agreed.

Changes By Us

- We will adjust your debit payment to reflect any annual increase or other change in fees. We will notify you of any annual increase in fees in accordance with our General Terms and Conditions (available on our website).
- We will adjust your debit payment in accordance with any payment arrangement or other arrangement that may be agreed between you and us.
- We may vary any details of this Agreement at any time by giving you at least fourteen (14) days notice.

Changes By You

- If you wish to stop, alter, defer or cancel a debit payment, you must notify us in writing at least five (5) business days before the next debit day.
- Cancellation and stop requests can also be directed to your financial institution. You will notify us if you do this to avoid incurring fees or charges being imposed or incurred by us.

Your Obligations

- It is your responsibility to ensure the required debit payments are being met in accordance with this Direct Debit Request and that there are sufficient cleared funds available in your account to allow a debit payment to be made in accordance with the Direct Debit Request.
- If there are insufficient cleared 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 within five (5) business days or arrange for sufficient cleared funds to be in your account at a time agreed by us so that we can process the debit payment.
- You should check your bank statement and fee statement to verify that the amounts debited from your account are correct.

Dispute

- If you believe that there has been an error in debiting your account, you should notify us directly on (03) 6274 6000 and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly.
- 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 of the amount by which your account has been adjusted.
- 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 the reasons and any evidence for this finding.
- 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 you and us. If we cannot resolve the matter you can still refer it to your financial institution who will obtain details from you of the disputed transaction and may lodge a claim on your behalf.

Account

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;
- (c) With your financial institution before completing the Direct Debit Request if you have any queries about how to complete the Direct Debit Request.

Confidentiality

- 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.
- For information on how we use and manage your personal information, you can refer to our Privacy Policy at www.dominic.tas.edu.au/our-families/policies or request a copy from us.

Notices

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

➤ Dominic College, PO Box 256, Glenorchy, Tas, 7010 or fees@dominic.tas.edu.au

We 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.