



Marryatville High School
 170 Kensington Road
 Marryatville SA 5068
 T: +61 8 8304 8420
 E: dl.0817_info@schools.sa.edu.au

**Banking Direct Debit Request (DDR)
 Form**

**Request and Authority to debit the account named below to pay
 Marryatville High School - APCA (Australian Payment Clearing Assoc.) ID 405-530**

Request and Authority to debit

Your Surname _____

Your Given names _____ "you"

Request and authorise Marryatville High School (APCA User ID PT045530) to arrange, through its own financial institution, a debit to your nominated account for the amount as nominated below.

1) Periodic Amount \$ _____

Periodic Frequency – Weekly/Fortnightly/Monthly For a total amount of \$ _____

Periodic start ____/____/____ and ending date is ____/____/____

or

2) Single Amount of \$ _____ On ____/____/____

NOTE - If your direct debit is dependent on funds deposited to your account from a salary etc. it is suggested that you time your direct debit to be actioned the day after the deposit of a salary payment.

Payment for

Name of student _____ Yr level _____ \$ _____

Name of student _____ Yr level _____ \$ _____

Name of student _____ Yr level _____ \$ _____

Total cost covered by this authority (total charges for all students) **Total \$**

NOTE - This form is a banking authority form only. Details of individual invoices and amounts should be specified on the Marryatville High School Student Fee Instalment Agreement Form that is completed in conjunction with this authority.

NOTE - Where multiple students and invoices are covered by this authority and unless otherwise stated, each periodic payment will be divided amongst the students listed as determined by Marryatville High School and the terms relevant to each invoice. Small invoiced amounts (less than the instalment payment) may be fully paid without splitting the payment over multiple periodic payments.

Special Instructions – Additional Information

Insert the name and address of financial institution at which your account is held

Financial institution name _____

Address _____

Insert details of account to be debited

Name/s on account _____

BSB number (Must be 6 digits) ____ - ____

Account number _____

This debit or charge will be made through the Bulk Electronic Clearing System (BECS) from your account held at the financial institution you have nominated above and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.

OR

Insert details of Credit Card to be debited

Name/s on card _____

Card number ____ - ____ - ____ - ____

Expiry Date ____/____

Acknowledgement	By signing and/or providing us with a valid instruction in respect to your Direct Debit Request, you have understood and agreed to the terms and conditions governing debit arrangements between you and Marryatville High School as set out in this Request and in your Direct Debit Request Service Agreement.
Insert your signature and address	Signature _____ Date ____/____/_____ Name _____ Address _____ Email _____

*Please return the completed form together with the Student Fee Instalment Agreement Card to
Marryatville High School Finance Office
170 Kensington Road
Marryatville
SA 5068*



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170 Kensington Road
Marryatville SA 5068
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Direct Debit Request Service Agreement

This is your Direct Debit Service Agreement with **Marryatville High School (APCA User ID PT405530 & ABN 68 559 353 158)**. It explains 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.

Please keep this agreement 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 authorisation.

Definitions	<p>account means the account held at <i>your financial institution</i> from which we are authorised to arrange for funds to be debited.</p> <p>agreement means this Direct Debit Request Service Agreement between <i>you</i> and <i>us</i>.</p> <p>banking day means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.</p> <p>debit day means the day that payment by <i>you</i> to <i>us</i> is due.</p> <p>debit payment means a particular transaction where a debit is made.</p> <p>direct debit request means the Direct Debit Request between <i>us</i> and <i>you</i>.</p> <p>us or we means Marryatville High School, (the Debit User) <i>you</i> have authorised by requesting a <i>Direct Debit Request</i>.</p> <p>you means the customer who has signed or authorised by other means the <i>Direct Debit Request</i>.</p> <p>your financial institution means the financial institution nominated by <i>you</i> on the DDR at which the <i>account</i> is maintained.</p>
1. Debiting your account	<p>1.1 By signing a <i>Direct Debit Request</i> or by providing <i>us</i> with a valid instruction, <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>or</p> <p><i>We</i> will only arrange for funds to be debited from <i>your account</i> if <i>we</i> have sent to the address nominated by <i>you</i> in the <i>Direct Debit Request</i>, a billing advice which specifies the amount payable by <i>you</i> to <i>us</i> and when it is due.</p> <p>1.3 If the <i>debit day</i> falls on a day that is not a <i>banking day</i>, we may direct <i>your financial institution</i> to debit <i>your account</i> on the following <i>banking day</i>. If <i>you</i> are unsure about which day <i>your account</i> has or will be debited you should ask <i>your financial institution</i>.</p>
2. Amendments 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. Amendments by you	<p>3.1 You may change*, stop or defer a debit payment, or terminate (cancel) this agreement at any time by providing us with at least 7 days notification by writing to:</p> <p>Finance Officer – Direct Debit Payments Marryatville High School 170 Kensington Road Marryatville SA 5068</p> <p>by post or email to dl.0817_info@schools.sa.edu.au</p> <p>or by telephoning us on 08 8304 8461 during business hours;</p> <p>or arranging it through your own financial institution, which is required to act promptly on your instructions.</p> <p>*Note: in relation to the above reference to 'change', your financial institution may change your debit payment only to the extent of advising us Marryatville High School of your new account details.</p>

<p>4. Your obligations</p>	<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 account</i> 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 account</i> 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 account</i> statement to verify that the amounts debited from <i>your account</i> are correct.</p>
<p>5. Disputes</p>	<p>5.1 If you believe there has been an error in debiting <i>your account</i>, <i>you</i> should notify us directly on telephone number 08 8304 8461 and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly. Alternatively you can take it up directly with your financial institution.</p> <p>5.2 If <i>we</i> conclude as a result of our investigations that <i>your account</i> has been incorrectly debited <i>we</i> will respond to <i>your</i> query by arranging for <i>your financial institution</i> to adjust <i>your</i> account (including interest and charges) accordingly. <i>We</i> will also notify you in writing of the amount by which <i>your account</i> has been adjusted.</p> <p>5.3 If <i>we</i> conclude as a result of our investigations that <i>your account</i> has not been incorrectly debited <i>we</i> will respond to <i>your</i> query by providing <i>you</i> with reasons and any evidence for this finding in writing.</p>
<p>6. Accounts</p>	<p><i>You</i> should check:</p> <ul style="list-style-type: none"> a) with <i>your financial institution</i> whether direct debiting is available from <i>your account</i> as direct debiting is not available through BECS on all accounts offered by financial institutions. b) <i>your</i> account details which <i>you</i> have provided to <i>us</i> are correct by checking them against a recent <i>account</i> statement; and c) with <i>your financial institution</i> before completing the <i>Direct Debit Request</i> if <i>you</i> have any queries about how to complete the <i>Direct Debit Request</i>.
<p>7. Confidentiality</p>	<p>7.1 <i>We</i> will keep any information (including <i>your account</i> details) in <i>your Direct Debit Request</i> confidential. <i>We</i> will make reasonable efforts to keep any such information that <i>we</i> have about <i>you</i> secure and to ensure that any of <i>our</i> employees or agents who have access to information about <i>you</i> do not make any unauthorised use, modification, reproduction or disclosure of that information.</p> <p>7.2 <i>We</i> will only disclose information that <i>we</i> have about <i>you</i>:</p> <ul style="list-style-type: none"> 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).
<p>8. Notice</p>	<p>8.1 If <i>you</i> wish to notify <i>us</i> in writing about anything relating to this <i>agreement</i>, <i>you</i> should write to:</p> <p>Finance Officer – Direct Debit Payments Marryatville High School 170 Kensington Road Marryatville SA 5068</p> <p>by post or email to dl.0817_info@schools.sa.edu.au</p> <p>8.2 <i>We</i> may send notices either electronically to your email address or by ordinary post to the address <i>you</i> have given us.</p> <p>8.3 Any notice will be deemed to have been received on the third <i>banking day</i> after emailing or posting.</p>