

ST FRANCIS OF ASSISI PRIMARY SCHOOL

DIRECT DEBIT AUTHORITY FOR BANK ACCOUNT OR CREDIT CARD

As part of your enrollment contract you have agreed to a financial commitment and are legally bound to pay fees and charges for enrolled children.

Request and Authority to debit the Account named below to pay St Francis of Assisi Primary School, Baranduda.

Request and Authority to Debit	Account Name and Account Number (from Invoice) _____ Students Last Name (if different to account) _____																														
Option 1: Bank Account <input type="checkbox"/>	Financial Institution Name _____ Account Name _____ BSB number - Account number																														
Option 2: Credit Card <input type="checkbox"/>	Credit Card Type <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard Name on Card _____ Credit Card No. Expiry Date / CVV _ _ _ When your credit card expires, please ensure you contact the Finance Officer to advise your new expiry date.																														
Option 3: Centrepay <input type="checkbox"/>	Fortnightly payments direct from Centrepay to the school. Frequency - Fortnightly Additional Form required from school admin to use this option. Please contact the office.																														
Payment Options Please choose 1 option	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 35%;">Frequency</th> <th style="width: 35%;">First debit date</th> <th style="width: 25%;"></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Weekly/Fridays</td> <td>16th of February</td> <td style="text-align: right;">36 weekly payments</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Fortnightly/Fridays</td> <td>16th of February</td> <td style="text-align: right;">18 fortnightly payments</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Monthly 15th or</td> <td>15th of the Month starting February</td> <td style="text-align: right;">9 Monthly Payments</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Monthly 30th</td> <td>29th of Feb, 30th Mar-Oct</td> <td></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Quarterly 30th</td> <td>30th of March, June and September</td> <td style="text-align: right;">3 Quarterly payments</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Annually</td> <td>31st March 2024</td> <td></td> </tr> </tbody> </table> <p style="font-size: small;">* Alternative Date will apply if you wish to commence payments prior to the Start Date, or if enrolment is after the Start Date. Requests must be made in writing.</p>				Frequency	First debit date		<input type="checkbox"/>	Weekly/Fridays	16 th of February	36 weekly payments	<input type="checkbox"/>	Fortnightly/Fridays	16 th of February	18 fortnightly payments	<input type="checkbox"/>	Monthly 15 th or	15 th of the Month starting February	9 Monthly Payments	<input type="checkbox"/>	Monthly 30 th	29 th of Feb, 30 th Mar-Oct		<input type="checkbox"/>	Quarterly 30 th	30 th of March, June and September	3 Quarterly payments	<input type="checkbox"/>	Annually	31st March 2024	
	Frequency	First debit date																													
<input type="checkbox"/>	Weekly/Fridays	16 th of February	36 weekly payments																												
<input type="checkbox"/>	Fortnightly/Fridays	16 th of February	18 fortnightly payments																												
<input type="checkbox"/>	Monthly 15 th or	15 th of the Month starting February	9 Monthly Payments																												
<input type="checkbox"/>	Monthly 30 th	29 th of Feb, 30 th Mar-Oct																													
<input type="checkbox"/>	Quarterly 30 th	30 th of March, June and September	3 Quarterly payments																												
<input type="checkbox"/>	Annually	31st March 2024																													
Acknowledgment	<p>I/we request and authorise <i>St Francis of Assisi Primary School Wodonga</i> to arrange for funds to be debited from my/our account, at the financial institution identified and as prescribed above.</p> <p>This authority will remain in place until I/we no longer have enrolled students and my/our account balance is Nil, or unless otherwise advised in writing.</p> <p>By signing this Direct Debit Authority I/we acknowledge having read and understood the terms and conditions governing the debit arrangements between me/us and St Francis of Assisi Primary School Wodonga as set out in this Authority and in your Direct Debit Service Agreement overleaf.</p> <p>Signature 1: _____ Date: ____ / ____ / ____</p> <p>Signature 2: _____ Date: ____ / ____ / ____ (if applicable)</p>																														

SAINT FRANCIS OF ASSISI PRIMARY SCHOOL
DIRECT DEBIT SERVICE AGREEMENT

The following is your Direct Debit Service Agreement with St Francis of Assisi Primary School Wodonga (ABN). The agreement is designed to explain 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.

Direct Debit arrangements

Your signature on the Direct Debit Authority form allows us to debit your nominated account in the manner referred to. If a direct debit falls on a day, which is not a business day, the drawing will be made on the next business day.

We will keep your direct debit records and account details confidential, except where the disclosure of certain information to your financial institution is necessary to enable us to act in accordance with your drawing arrangements. We may disclose the information in the event of a claim or relating to an alleged incorrect or wrongful debit, or otherwise as required by law.

If you believe that there has been an error in debiting your account, you should notify the Finance Officer as soon as possible and we will endeavor to respond to your dispute within 5 business days of receipt.

Your rights

You can cancel, alter or suspend your drawing arrangements at any time by notifying the St Francis of Assisi Primary School Finance Officer, at least 2 business days before the cancellation, alteration or suspension is to take effect. You can also stop or defer an individual drawing by notifying us at least 2 business days before the date that the drawing is to be made. Any amendments should be made in writing to the Finance Officer via email or post (details below).

Your responsibilities

It is your responsibility to:

- Ensure you check and communicate any discrepancies to the Finance Officer. Advice of payments will be via quarterly Statements issued each term.
- Ensure that your designated account can accept direct debits. Direct debiting may not be available on all accounts, so please check with your financial institution.
- Check that you have filled in your correct account details on the Direct Debit Authority.
- Ensure that there are sufficient cleared funds in your nominated account by the due date to enable drawings to be made in accordance with your drawing arrangements. If there are insufficient clear funds in your account to meet a debit payment:
 - You may be charged a fee and/or interest by your financial institution;
 - You may also incur fees or charges imposed or incurred by us; and
 - You must arrange for the debit payment to be made by another method or arrange for sufficient clear funds to be in your account by an agreed time so that we can process the debit payment.
- Notify us immediately if your nominated account is transferred, closed or any other account details change.
- Arrange a timely and suitable alternative payment method if your drawing arrangements are cancelled.

Finance Officer Contact Details

Principal: Jennyne Wilkinson
Finance / Administration Officer: Kylie Stoeckel
Email: kstoeckel@sfwodonga.catholic.edu.au
Postal Address: 214 Baranduda Blvd, Baranduda VIC
Phone: 02 60209100