



Direct Debit Authority Bank Account or Credit

(Ongoing Authority during enrolment)

Request and Authority to debit the account named below to pay St. Peter's College																														
Request and Authority to Debit	Account Name (from invoice): _____		Debtor Id: _____																											
Contact No: _____		Student Name: _____																												
Option 1: Bank Account	Bank/Financial Institution Name: _____ Account Name: _____ BSB number: _____ - _____ Account number: _____																													
<u>OR</u> Option 2: Credit Card	Credit Card Type: MasterCard _____ Visa _____ AMEX _____ Name on Card: _____ Credit Card No: _____ / _____ / _____ / _____ Expiry Date: ____ / ____ Please note: You will need to contact the Finance Team before your credit card expires																													
Payment Details	Amount to be debited per payment: \$ _____ - _____																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width: 5%; text-align: center;">√</th> <th rowspan="2" style="width: 30%;">Frequency</th> <th rowspan="2" style="width: 20%;">Preference</th> <th colspan="2" style="width: 45%;">First Debit Date</th> </tr> <tr> <th style="width: 20%;">Start Date</th> <th style="width: 25%;">Alternative Date*</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Weekly</td> <td style="text-align: center;">Friday's Only</td> <td colspan="2" style="text-align: center;">____ / ____ / ____ (must be Friday)</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Fortnightly A or B</td> <td style="text-align: center;">Friday's Only</td> <td colspan="2" style="text-align: center;">____ / ____ / ____ (must be Friday)</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Monthly A or B</td> <td style="text-align: center;">5th or 19th</td> <td colspan="2" style="text-align: center;">5th or 19th A B (Please circle)</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Annually</td> <td style="text-align: center;">One Off</td> <td colspan="2" style="text-align: center;">____ / ____ / ____ (must be Friday)</td> </tr> </tbody> </table>				√	Frequency	Preference	First Debit Date		Start Date	Alternative Date*	<input type="checkbox"/>	Weekly	Friday's Only	____ / ____ / ____ (must be Friday)		<input type="checkbox"/>	Fortnightly A or B	Friday's Only	____ / ____ / ____ (must be Friday)		<input type="checkbox"/>	Monthly A or B	5 th or 19 th	5 th or 19 th A B (Please circle)		<input type="checkbox"/>	Annually	One Off	____ / ____ / ____ (must be Friday)	
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*Alternative Date will apply if you wish to commence payments prior to the Start Date, or if enrolment is after the Start Date.																														
Acknowledgment	<p>I/We hereby request and authorise St. Peter's College –Debit User ID Number 169491 to arrange 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, 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. Peter's College as set out in this Authority and in your Direct Debit Service Agreement overleaf.</p> <p>Signature 1: _____ Date: _____</p> <p>Signature 2: _____ Date: _____</p> <p>(If applicable for joint accounts, both signatures are required)</p>																													



Direct Debit Service Agreement

The following is your Direct Debit Service Agreement with St. Peter's College (ABN 13 100 996 768). 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 Team as soon as possible and we will endeavour 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. Peter's College Finance Team, 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 Team via email or post (details below).

Your responsibilities

It is your responsibility to:

- Ensure you check and communicate any discrepancies to the Finance Team. Advice of payments will be via Statements issued at the end of each Term, and upon settlement of your account.
- 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 Team Contact Details

Financial Team – Sonia Mather, Rowena Pereira or John Hockley 03 5990 7777
Finance Manager – Sonia McQuilten – 03 5990 7777
Email: finance@stpeters.vic.edu.au
Postal Address: PO Box 615, Cranbourne Vic 3977