



GEORGIANA MOLLOY ANGLICAN SCHOOL

PO Box 920, Busselton WA 6280
Accounts: 9752 5273 Fax 9752 5299
Email: wba@gmas.wa.edu.au

DIRECT DEBIT PAYMENT REQUEST FORM

I/We request **Georgiana Molloy Anglican School** to arrange for funds to be debited from my/our nominated account for the payment of School Fees and other charges according to the schedule specified below.

Parent Name

Address

Postcode

Signature

(If debiting from a joint bank account, both signatures are required)

Date - -

Name of Bank

Account to be Debited

BSB No. - -

Account No.

Student Name/s _____ Year Group _____
_____ Year Group _____
_____ Year Group _____
_____ Year Group _____

Option 1 **Monthly Payments** Processed on the **16th of the Month Only**
Please Debit \$ _____ each Month Commencing On ____/____/____

Option 2 **Fortnightly Payments** Processed on a **THURSDAY** each Fortnight
Please Debit \$ _____ each Fortnight Commencing On ____/____/____

Please Note:- If unsure of the amount payable please contact the Accounts Department who will confirm full calculations needed for payment. Completion of this form acknowledges that the DDR Services Agreement has been read and understood. Any Direct Debit returned as unpaid may result in the cancelation of this Arrangement resulting in full payment of Term Account.

Office Use Only:- Entered on Maze Amount Family Key



GEORGIANA MOLLOY ANGLICAN SCHOOL

CUSTOMER DDR SERVICE AGREEMENT

Our commitment to you

This document outlines our service commitment to you, in respect of the Direct Debit Request (DDR) arrangements made between Georgiana Molloy Anglican School, User ID 230367 and you.

Its sets out your rights, our commitment to you and your responsibilities to us together with where you should go for assistance.

Initial terms of the arrangement

In terms of the Direct Debit Request arrangements made between us and signed by you, we undertake to periodically debit your nominated account for the agreed amount for school fees.

Drawing Arrangements

- Drawings will occur on the nominated date or may occur up to 2 business days after the nominated date to allow for weekends or any unforeseen circumstances.
- We will give you at least 14 days notice in writing when changes to the initial terms of the arrangement are made. This notice will state any new amount, frequency, next drawing date and any other changes to the initial terms.
- If you wish to discuss any changes to the initial terms, please do not hesitate to contact the Bookkeeper by phone on 9752 5273 or E-mail wba@gmas.wa.edu.au

ENQUIRIES

Direct all enquiries to us, rather than your financial institution. These should be made at least seven working days prior to the next scheduled drawing date. All communication addressed to us should include your account details.

All personal customer information held by us will be kept confidential except that information provided to our financial institution to initiate the drawing to your nominated account.

Your Rights

CHANGES TO THE ARRANGEMENT

If you want to make changes to the drawing arrangements, contact the Bookkeeper on 9752 5273 initially and then in writing. These changes may include:

- Deferring drawing; or
- Altering the schedule; or
- Stopping an individual debit; or
- Suspending DDR; or
- Cancelling the DDR completely.

DISPUTES

- If you believe that a drawing has been initiated incorrectly, we encourage you to take the matter up directly with us by contacting the Bookkeeper on 9752 5273 during school office hours.
- If you do not receive a satisfactory response from us to your dispute, contact your financial institution** who will respond to you with an answer to your claim: within 5 business days (for claims lodged within 12 months of the disputed drawing); or within 30 business days (for claims lodged more than 12 months after the disputed drawing).
- You will receive a refund of the drawing amount if we cannot substantiate the reason for the drawing.

** Note: Your financial institution will ask you to contact us to resolve your disputed drawing prior to involving them.

Your commitment to us

It is your responsibility to ensure that:

- Your nominated account can accept direct debits (your financial institution can confirm this); and
- That on the drawing date there is sufficient cleared funds in the nominated account; and
- That you advise us if the nominated account is transferred or closed.

If your drawing is returned or dishonoured by your financial institution, we will contact you to arrange an alternative payment. Any transaction fees payable by us in respect of the above will be added to your fees account. If your drawings continue to be dishonoured, the School reserves the right to cancel your arrangement resulting in full payment of your account balance being requested.

Business Manager
Georgiana Molloy Anglican School
PO Box 920, BUSSELTON WA 6280