

# DIRECT DEBIT REQUEST 2021



## REGULAR DIRECT DEBIT DEDUCTIONS

- Package your full annual school fees into regular direct debit payments.
- Payments are automatically deducted from your nominated bank account as per the selection below.
- Please make sure you read the service agreement on the following page.

## YOUR DETAILS

I/We request Georgiana Molloy Anglican School (GMAS) to arrange for funds to be debited from my/our nominated account for the payment of school fees and associated charges according to the schedule outlined below. I/We acknowledge that I/We have read and agree to the terms and conditions of the *Direct Debit Request Service Agreement*.

This is a:

New Direct Debit  Change to an existing Direct Debit

Parent details:

First name	Last name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address		State	Postcode
<input type="text"/>		<input type="text"/>	<input type="text"/>

If debiting from a joint bank account, please complete the details for the second account holder:

First name	Last name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## STUDENT DETAILS

Student name	Year level	Student name	Year level
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Student name	Year level	Student name	Year level
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## BANK DETAILS

Name of bank	Account name
<input type="text"/>	<input type="text"/>
BSB number	Account number
<input type="text"/>	<input type="text"/>

Please nominate a payment frequency:

## PAYMENT OPTIONS

<input type="checkbox"/> Annual: Payment in full due on Statement	<input type="checkbox"/> Fortnightly Option 1: Fortnightly on a Thursday Fortnightly Option: Select a Thursday to start, then deductions will be fortnightly from this date
<input type="checkbox"/> Termly: 4 payments: 22 February, 5 May, 3 August, 26 October	<input type="checkbox"/> Weekly: Weekly on a Friday
<input type="checkbox"/> Monthly: 16th of each month	

Payment amount	Commencement date	* Payment amount is displayed on your Annual Fee Statement
\$ <input type="text"/>	<input type="text"/>	

Office use only:	Payment option	Amount	Family key	Entered
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# SERVICE AGREEMENT



## DIRECT DEBIT REQUEST

1. This document outlines our commitment to you, your rights and your responsibilities in respect of the Direct Debit Request (DDR) arrangements made between Georgiana Molloy Anglican School (GMAS), User ID 230367 and you.
2. GMAS undertakes to periodically debit your nominated account for the purpose and amount specified in the DDR.
3. Direct debits will occur on the nominated date or may occur up to two business days after the nominated date to allow for weekends or any unforeseen circumstances.
4. GMAS will give you at least 14 days' written notice when changes to the initial terms of the arrangement are made. This notice will state any new amount, frequency, next direct debit date and any other changes to the initial terms.
5. It is your responsibility to ensure that your nominated account can accept direct debits (please check with your financial institution prior to entering into this agreement) and that there are sufficient cleared funds in your nominated account.
6. If you wish to defer any payment or alter any of the details referred to in the DDR, please contact the Bookkeeper 48 hours prior to the next payment.
7. If you wish to cancel your DDR arrangement, please contact the Bookkeeper in writing at least seven days prior to the next payment.
8. You are required to advise GMAS if the nominated account is transferred or closed.
9. If your direct debit is returned or dishonoured by your financial institution, we will contact you to arrange an alternative payment. Any transaction fees payable by GMAS in respect of the above will be added to your fees account.
10. If your direct debits continue to be dishonoured, GMAS reserves the right to cancel your DDR arrangement, resulting in full payment of your account balance being requested.
11. Any queries concerning debit payments or disputed payments must be directed to GMAS in the first instance. These should be made at least seven working days prior to the next scheduled direct debit. All communication addressed to GMAS should include your account details.
12. If you do not receive a satisfactory response from GMAS, you are able to lodge a dispute claim with your financial institution. You will receive a refund of the debited amount if GMAS cannot substantiate the reason for the debit.
13. All personal customer information held by GMAS will be kept confidential except to the extent that disclosure is necessary in order to process debit payment, investigate and resolve disputed transactions or is otherwise required or permitted by law.

Please complete this form and return by post, email or in person.

For enquiries please contact the GMAS Bookkeeper in person, via telephone, email or post.

Georgiana Molloy Anglican School  
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2 Hawker Approach, Yalyalup WA 6280

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