

# CREDIT CARD AUTHORISATION 2021



## REGULAR CREDIT CARD DEDUCTIONS

- Package your full annual school fees into regular credit card payments.
- Payments are automatically deducted from your credit card 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 credit card 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 *Credit Card Authorisation Service Agreement*.

This is a:

New credit card authorisation  Change to an existing credit card authorisation

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"/>

## 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"/>

## CREDIT CARD DETAILS

Name on card	Mastercard	Visa	Bank
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Card number	Expiry date		
<input type="text"/>	<input type="text"/> / <input type="text"/>		

Please nominate a payment frequency:

## PAYMENT OPTIONS

<input type="checkbox"/> Annual: Payment in full due 22 February	<input type="checkbox"/> Fortnightly Option 1: Commencing 18 February
<input type="checkbox"/> Termly: 4 payments: 22 February, 5 May, 3 August, 26 October	<input type="checkbox"/> Fortnightly Option 2: Commencing 25 February
<input type="checkbox"/> Monthly: 16 February - 16 November	<input type="checkbox"/> Weekly: 40 instalments commencing Friday 19 February

Payment amount	Commencement date	* Payment amount is found 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"/>	<input type="text"/>

# SERVICE AGREEMENT



## CREDIT CARD AUTHORISATION

1. This document outlines our commitment to you, your rights and your responsibilities in respect of the credit card payment arrangements made between Georgiana Molloy Anglican School (GMAS) and you.
2. GMAS undertakes to periodically debit your nominated credit card for the purpose and amount specified in the credit card authorisation.
3. Payments 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 payment date and any other changes to the initial terms.
5. It is your responsibility to ensure that there are sufficient cleared funds in your nominated credit card account.
6. If you wish to defer any payment or alter any of the details referred to in the credit card authorisation, please contact the Bookkeeper 48 hours prior to the next payment.
7. If you wish to cancel your credit card payment 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 payment is 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 payments continue to be dishonoured, GMAS reserves the right to cancel your credit card payment arrangement, resulting in full payment of your account balance being requested.
11. Any queries concerning credit card 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 the credit card payment, investigate and resolve disputed transactions or is otherwise required or permitted by law.




### NEED ASSISTANCE?


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

Georgiana Molloy Anglican School

PO Box 920, Busselton WA 6280

2 Hawker Approach, Yalyalup WA 6280

 (08) 9752 5273 (please contact the GMAS Bookkeeper with any enquiries)

 [wba@gmas.wa.edu.au](mailto:wba@gmas.wa.edu.au)