St Aidan's Anglican Girls' School

Direct Debit Request (DDR)

11 Ruthven Street Corinda Qld 4075
P: +61 7 3373 5999 F: +61 7 3379 9432
E: fees@ssa.qld.edu.au
W: www.staidans.qld.edu.au
CRICOS Provider Number 01194K
ABN 71 079 817 981

Customers' Authority I/We _____
(Name of Customer/s giving the DDR)

authorise St Aidan's Anglican Girls' School (APCA User ID 051768) to arrange for funds to be debited from my/our account at the financial institution identified below and as prescribed below through the Bulk Electronic Clearing System (BECS). This authorisation is to remain in force in accordance with the terms described in the Service Agreement.
I/We authorise the following:
1. The Debit User to verify the details of the abovementioned account, with my/our Financial Institution.
2. The Financial Institution to release information allowing the Debit User to verify the abovementioned account details.

Signature: _____ Date: _____

PARENT NAME: _____

PARENT ADDRESS: _____

EMAIL ADDRESS: _____ Parent ACCOUNT Number (if known): _____

Details of the Account to be Debited *(All details must be supplied)*

Financial Institution: _____ Branch: _____

Account Name in Full: _____

BSB: | | | | - | | | | Account Number | | | | | | | | | |

NOTE: Direct debit, through BECS is not available on all accounts. The customer is advised to check their account details before completing the DDR.

Payment Details

The payment is for **AMOUNTS CHARGED TO MY/OUR STATEMENT OF ACCOUNT** -

Please select option ☐ Termly ☐ Annually

PLEASE WITHDRAW AN ADDITIONAL AMOUNT AS MY VOLUNTARY DONATION TO THE FOUNDATION BUILDING FUND.
(refer to Fee Schedule)

☐ Yes ☐ No

DIRECT DEBIT REQUEST SERVICE AGREEMENT

- By signing a Direct Debit Request, you have authorised us to arrange for funds to be debited from your nominated account, according to the agreement we have with you.
- Changes by us - You will be advised 14 days in advance of any changes to the Direct Debit arrangements.
- Changes by you - For all matters relating to the Direct Debit arrangement you will need to:
  - Call our office 3373 5931 or visit our office, and
  - Advise us in writing to PO BOX 46 Corinda QLD 4075, Facsimile: 3379 9432
  - Allow for 7 days for the amendments to take effect.
- Your responsibility - The customer should be aware that: It is your responsibility to ensure sufficient cleared funds are in the nominated debiting account when the payments are to be drawn.
- Disputes - If you believe there has been an error in debiting your account you should contact us in the first instance and confirm details with us in writing as soon as possible so that we can resolve your query quickly.
- We will investigate the matter and advise you in writing whether your account has been incorrectly or correctly debited. If we cannot resolve the matter you can still refer it to your Financial Institution and they may lodge a claim on your behalf.
- Returned payments - In the event of returned unpaid transactions, the following procedures will apply;
  - You will be notified by email and/or telephone of the details.
  - You will have 7 days to pay the amount.
- Fees and charges - A fee of $10 will be charged per unpaid transaction. If the due date for payment falls on a non-working day or public holiday, the payment will be processed on the next working day.
- All customer records and account details will be kept private and confidential to be disclosed only at the request of the Customer or Financial Institution in connection with a claim made to an alleged incorrect or wrongful debit.

PLEASE RETURN FORM TO:
Finance Department
St Aidan's AGS PO Box 46
CORINDA QLD 4075
Email: fees@ssa.qld.edu.au

Office Use Only

Direct Debit Request