



DIRECT DEBIT REQUEST

CUSTOMERS AUTHORITY

Name/s: _____

Address: _____

I/We authorize Fraser Coast Anglican College (User ID number 149188) to arrange for funds to be debited from my/our account at the financial institution identified below as prescribed below through the Bulk Electronic Clearing System (BECS).

I/We also authorize Fraser Coast Anglican College to verify the details of the nominated account with my/our financial institution and authorize my/our financial institution to release information allowing the Fraser Coast Anglican College to verify the nominated account details.

This authorization is to remain in force in accordance with the terms described in the Fraser Coast Anglican College Direct Debit Request Service Agreement (and any further instructions provided below).

All payments are to be credited to my/our school account number _____

This direct debit request authority is for payment of (please tick all applicable):

Koala Kindy Fees **Fortnightly only**

ROOS Fees **Fortnightly only**

School Fees **Weekly / Fortnightly / Monthly / Termly** (please circle)

The payment amount will be \$_____ or as per payment schedule provided.

Start date: _____ (Fridays only)

Signature: _____ Date: __/__/__

Signature: _____ Date: __/__/__

DETAILS OF ACCOUNT TO BE DEBITED

Name of Bank of Financial Institution: _____

Address of Bank of Financial Institution: _____

Account Name: _____

BSB: _____

Account Number: _____

ACKNOWLEDGEMENT

By signing this Direct Debit Request you acknowledge have read and understood the terms and conditions governing the debit arrangements between you and Fraser Coast Anglican College as set out in this request and in your Direct Debit Request Service Agreement.

DIRECT DEBIT REQUEST SERVICE AGREEMENT

Definitions

Account means the account held at *your financial institution* from which we are authorised to arrange for the funds to be debited.

Agreement means this Direct Debit Request Service Agreement between *you* and *us*.

Business day means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.

Debit day means the day that payment by *you* to *us* is due.

Debit payment means a particular transaction where debit is made .

Direct debit request means the Direct Debit Request between *us* and *you*.

Us or *we* means the *Fraser Coast Anglican College (User ID number 149188)* *you* have authorised by signing a *direct debit request*.

You means the customer who signed the *direct debit request*.

Your financial institution is the financial institution where *you* hold the *account* that *you* have authorised *us* to arrange to debit.

Debiting your account

By signing a *direct debit request*, *you* have authorised *us* to arrange for funds to be debited from *your account*. *You* should refer to the *direct debit request* and this *agreement* for the terms of the arrangements between *us* and *you*.

If the *debit day* falls on a day that is not a *business day*, we may direct *your financial institution* to debit *your account* on the following *business day*. If *you* are unsure about which day *your account* has or will be debited *you* should ask *your financial institution*.

Changes by us

We may vary any details of this *agreement* or a *direct debit request* at any time by giving *you* at least fourteen (14) days written notice.

Changes by you

You may vary, defer or cancel the arrangements under a *direct debit request* by giving *us* at least fourteen (14) days written notice.

Your obligations

It is *your* responsibility to ensure that there are sufficient cleared funds available in *your account* to allow a *debit payment* to be made in accordance with the *direct debit request*.

Dispute

If *you* believe there has been an error in *debiting your account*, *you* should notify *us* directly by phone 07 4124 5411 or by email to accounts@fcac.qld.edu.au so that we can resolve *your* query quickly.

Unpaid amounts

If *your direct debit request* is returned unpaid we will attempt to contact *you* immediately . If two (2) consecutive *payments* are returned the *arrangement* will be cancelled.

Accounts

You should be aware that *direct debiting* through BECS is not available on all accounts. *You* should check *your account* details as provided to *us* are correct against a recent statement from *your financial institution*.

Confidentiality

All of *your* records and *account* details will be kept private and confidential to be disclosed only at the request of *yourself* or *your financial institution* in connection with a claim made to an alleged incorrect or wrongful *debit*.

Notice

If *you* wish to notify *us* in writing about anything relating to this *agreement*, *you* should write to the **Commercial Manager, Fraser Coast Anglican College, PO Box 1150, Hervey Bay, QLD 4655.**

We will notify *you* by sending a notice in the ordinary post to the address *you* have given *us* in the enrolment process of your student(s) or as subsequently amended.

Any notice will be deemed to have been received two (2) business days after it is posted.

Fraser Coast Anglican College

Commercial Manager	Telephone:	+61 +7 +4124 5411
PO Box 1150	Fax:	+61 +7 +4124 5833
Hervey Bay Qld 4655	Email:	accounts@fcac.qld.edu.au
AUSTRALIA	Website:	www.fcac.qld.edu.au