



WAGGA WAGGA
CHRISTIAN COLLEGE
FORWARD IN FAITH

Direct Debit Request

<i>Request and Authority to debit the account named below to pay</i> Wagga Wagga Christian College	
Request and Authority to debit	<p>Your <i>Surname</i> or company name _____</p> <p>Your <i>Given names</i> or ABN/ARBN _____ “you”</p> <p>Family Key Code _____</p> <p><i>request and authorise Wagga Wagga Christian College to arrange a debit to your nominated account to pay for tuition fees.</i></p> <p><i>This debit or charge will be arranged by Wagga Wagga Christian College’s financial institution and made through the Bulk Electronic Clearing System Framework (BECS) from your nominated account and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.</i></p>
Insert amount of debit and cycle	<p>The amount to be debited at any one time is:</p> <p>\$ __ _ _ _ - __ _ _ _____ (amount in words)</p> <p>The first debit may be made on ___ / ___ / ___ then</p> <p>weekly on Friday / fortnightly on Friday / monthly on 15th/ monthly on last day. (please circle)</p>
Insert details of your account to be debited	<p>Name/s on account: _____</p> <p>Financial institution name: _____</p> <p>BSB number (must be 6 digits) __ _ _ _ - __ _ _ _ </p> <p>Account number __ _ _ _ _ _ _ _ _ _ _ _ _ </p>
Your contact details	<p>Address: _____</p> <p>Email: _____</p> <p>Phone: _____</p> <p><i>The address/email above is the best way for us to write to you.</i></p>
Confirmation	<p><i>By signing and/or providing us with a valid instruction in respect to your Direct Debit Request you confirm that:</i></p> <ul style="list-style-type: none"> • <i>you are authorised to operate the nominated account: and</i> • <i>you have understood and agreed to the terms and conditions governing the debit arrangements between you and Wagga Wagga Christian College as set out in this Request and in your Direct Debit Request Service Agreement.</i>
Your signature	<p><i>Signed in accordance with the account authority on your account:</i></p> <p>Signature _____ Date ___ / ___ / ___</p> <p>Contact details: As above</p>
Second account signatory (if required)	<p><i>Signed in accordance with the account authority on your account:</i></p> <p>Signature _____ Date ___ / ___ / ___</p> <p>Name: _____</p> <p>Address: _____</p> <p>Email: _____</p> <p>Phone: _____</p>

<i>Office Use Only</i>						
Commenced _____				Cancelled _____		
Cycle	FFWK A	FFWK B	FW	15DEM	LDEM	

Signing for a company

You must be authorised to sign on behalf of the company AND you must have authority to operate the Company's bank account.

Signature of duly authorised officer: _____

Position held: _____

Name: _____

Address: _____

Email: _____

Phone: _____

Date: ___/___/___

Second company signatory (if required)

Signature of duly authorised officer: _____

Position held: _____

Name: _____

Address: _____

Email: _____

Phone: _____

Date: ___/___/___



Wagga Wagga Christian College

Direct Debit Request Service Agreement

This is your Direct Debit Service Agreement with Wagga Wagga Christian College, ABN 71 032 808 820. It explains what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit provider.

Please keep this agreement for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR authorisation. The terms of this Direct Debit Agreement are for the purpose of tuition fees, debiting from your account weekly, fortnightly, or monthly as nominated by you.

Definitions	<p>account means the account held at your financial institution from which we are authorised to arrange for funds to be debited.</p> <p>agreement means this Direct Debit Request Service Agreement between you and us.</p> <p>banking day means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.</p> <p>debit day means the day that payment by you to us is due.</p> <p>debit payment means a particular transaction where a debit is made.</p> <p>Direct Debit Request means the written, verbal or online request between us and you to debit funds from your account.</p> <p>us or we means Wagga Wagga Christian College, (the Debit User) you have authorised by requesting a Direct Debit Request.</p> <p>you means the customer who has signed or authorised the Direct Debit Request.</p> <p>your financial institution means the financial institution nominated by you on the DDR at which the account is maintained you have authorised us to debit.</p>
1. Debiting your account	<p>1.1 By signing a <i>Direct Debit Request</i> or by providing <i>us</i> with a valid instruction, <i>you</i> have authorised <i>us</i> to arrange for funds to be debited from <i>your account</i>. <i>You</i> should refer to the <i>Direct Debit Request</i> and this <i>agreement</i> for the terms of the arrangement between <i>us</i> and <i>you</i>.</p> <p>1.2 We will only arrange for funds to be debited from <i>your account</i> as authorised in the <i>Direct Debit Request</i>.</p> <p style="text-align: center;">or</p> <p>We will only arrange for funds to be debited from <i>your account</i> if we have sent to the email / or address nominated by <i>you</i> in the <i>Direct Debit Request</i>, a billing advice which specifies the amount payable by <i>you</i> to <i>us</i> and when it is due.</p> <p>1.3 If the <i>debit day</i> falls on a day that is not a <i>banking day</i>, we may direct <i>your financial institution</i> to debit <i>your account</i> on the following <i>banking day</i>. If <i>you</i> are unsure about which day <i>your account</i> has or will be debited <i>you</i> should ask <i>your financial institution</i>.</p>
2. Amendments by us	<p>2.1 We may vary any details of this <i>agreement</i> or a <i>Direct Debit Request</i> at any time by giving <i>you</i> at least fourteen (14) days written notice sent to the preferred email / or address you have given us in the <i>Direct Debit Request</i>.</p>
3. How to cancel or change direct debits	<p><i>You</i> can:</p> <p>(a) cancel or suspend the Direct Debit Request; or</p> <p>(b) change, stop or defer an individual debit payment at any time by giving at least 10 days notification by writing or emailing to financial@wwcc.nsw.edu.au</p> <p style="text-align: center;">or</p> <p>by telephoning us on 6923 8888 during business hours; or arranging it through your own financial institution, which is required to act promptly on your instructions.</p>

<p>4. Your obligations</p>	<p>4.1 It is <i>your</i> responsibility to ensure that there are sufficient clear funds available in <i>your</i> account to allow a <i>debit payment</i> to be made in accordance with the <i>Direct Debit Request</i>.</p> <p>4.2 If there are insufficient clear funds in <i>your account</i> to meet a <i>debit payment</i>:</p> <p>(a) <i>you</i> may be charged a fee and/or interest by <i>your financial institution</i>;</p> <p>(b) <i>you</i> may also incur fees or charges imposed or incurred by <i>us</i> on account of there being insufficient funds; and</p> <p>(c) <i>you</i> must arrange for the <i>debit payment</i> to be made by another method or arrange for sufficient clear funds to be in <i>your account</i> by an agreed time so that <i>we</i> can process the <i>debit payment</i>.</p> <p>4.3 <i>You</i> should check <i>your account</i> statement to verify that the amounts debited from <i>your account</i> are correct.</p>
<p>5. Dispute</p>	<p>5.1 If you believe that there has been an error in debiting <i>your account</i>, <i>you</i> should notify us directly by phoning 6923 8888 and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly. Alternatively you can take it up directly with your financial institution.</p> <p>5.2 If <i>we</i> conclude as a result of our investigations that <i>your account</i> has been incorrectly debited <i>we</i> will respond to <i>your</i> query by arranging for <i>your financial institution</i> to adjust <i>your account</i> (including interest and charges) accordingly. <i>We</i> will also notify you in writing of the amount by which <i>your account</i> has been adjusted.</p> <p>5.3 If <i>we</i> conclude as a result of our investigations that <i>your account</i> has not been incorrectly debited <i>we</i> will respond to <i>your</i> query by providing <i>you</i> with reasons and any evidence for this finding in writing.</p>
<p>6. Accounts</p>	<p><i>You</i> should check:</p> <p>(a) with <i>your financial institution</i> whether direct debiting is available from <i>your account</i> as direct debiting is not available on all accounts offered by financial institutions.</p> <p>(b) <i>your account</i> details which <i>you</i> have provided to <i>us</i> are correct by checking them against a recent <i>account</i> statement; and</p> <p>(c) with <i>your financial institution</i> before completing the <i>Direct Debit Request</i> if <i>you</i> have any queries about how to complete the <i>Direct Debit Request</i>.</p>
<p>7. Confidentiality</p>	<p>7.1 <i>We</i> will keep any information (including <i>your account</i> details) in <i>your Direct Debit Request</i> confidential. <i>We</i> will make reasonable efforts to keep any such information that <i>we</i> have about <i>you</i> secure and to ensure that any of <i>our</i> employees or agents who have access to information about <i>you</i> do not make any unauthorised use, modification, reproduction or disclosure of that information.</p> <p>7.2 <i>We</i> will only disclose information that <i>we</i> have about <i>you</i>:</p> <p>(a) to the extent specifically required by law; or</p> <p>(b) for the purposes of this <i>agreement</i> (including disclosing information in connection with any query or claim).</p>
<p>8. Contacting each other</p>	<p>8.1 If <i>you</i> wish to notify <i>us</i> in writing about anything relating to this <i>agreement</i>, <i>you</i> should write to:</p> <p>The Finance Officer Wagga Wagga Christian College Locked Bag 7 Wagga Wagga NSW 2650</p> <p>8.2 <i>We</i> will notify <i>you</i> by sending a notice in the ordinary post to the address <i>you</i> have given <i>us</i> in the <i>Direct Debit Request</i>.</p> <p>8.3 Any notice will be deemed to have been received on the third <i>banking day</i> after posting.</p>