



# Rosebank College Direct Debit Request

## Other Arrangement



Request and Authority to debit the account name below to pay Rosebank College	
Request and Authority to debit	Surname: _____ Given names: _____ request and authorise <i>Rosebank College User ID 219093</i> to arrange moneys due in terms of the repayments arrangements contained in the Application for Enrolment form made between ourselves on ___/___/___, be drawn under the Direct Debit System from my/our account as detailed below.
Frequency and Amount <i>(Please tick one box only)</i>	I / we would like to pay \$_____ on a: Monthly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Weekly <input type="checkbox"/> basis, starting on <b>Friday</b> the ___/___/___ (date) and ending once the school fees are paid in full or other (please specify): _____
Insert name and address of financial institution where account is held	Financial institution name: _____ Address: _____
Insert details of account to be debited	Name of account: _____ BSB Number: _____ - _____ Account Number: _____
Acknowledgment	By signing this Direct Debit Request you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and <i>Rosebank College</i> as set out in this Request and in your Direct Debit Service Agreement.
Insert your signature and address	Signature _____ Signature _____ Address: _____ Date ___/___/___



# Rosebank College

## Direct Debit Request Service Agreement



### **Our commitment to you,**

#### **Drawing arrangements:**

We will advise you, in writing, the details of the Rosebank College drawing arrangements [amount; frequency; commencement date] at least 14 calendar days prior to the first drawing.

Where the due date falls on a non business day, we will draw the amount on the next business day.

We will not change the amount or frequency of drawings arranged without your prior approval.

We reserve the right to cancel the Rosebank College drawing arrangement if one or more drawings are returned unpaid by your nominated Financial Institution and to arrange with you an alternate payment method.

We will keep all information pertaining to your nominated account at the Financial Institution, private and confidential.

#### **Your rights:**

You may terminate the Rosebank College drawing arrangement at any time by giving written notice directly to us, or through your nominated Financial Institution. Notice given to us should be received by us at least 14 calendar days prior to the due date.

You may stop payment of a drawing under the Rosebank College drawing arrangement by giving written notice directly to us, or through your nominated Financial Institution. Notice given to us should be received by us at least 14 calendar days prior to the due date.

You may request change to the drawing amount and/or frequency of the Rosebank College drawing arrangement by contacting us and advising your requirements no less than 14 calendar days prior to the due date.

Where you consider that a drawing has been initiated incorrectly [outside the Rosebank College drawing arrangement] you may take the matter up directly with us, or lodge a Direct Debit Claim through your nominated Financial Institution.

### **Your commitment to us,**

#### **Your responsibilities:**

It is your responsibility to ensure that sufficient funds are available in the nominated account to meet a drawing on its due date.

It is your responsibility to ensure that the authorisation given to draw on the nominated account, is identical to the account signing instruction held by the Financial Institution where the account is based.

It is your responsibility to advise us if the account nominated by you to receive the Rosebank College drawing arrangement drawings is transferred or closed.

It is your responsibility to arrange with us a suitable alternate payment method if wish to cancel the Rosebank College drawing arrangement.

**CLIENT COPY**