



# Direct Debit Request

**The King's School PO Box 1 PARRAMATTA NSW 2124 ABN 24 481 364 152**

Request and Authority to debit the account named below to pay

**THE COUNCIL OF THE KING'S SCHOOL**

<b>Request and Authority to debit</b>	<p>I/ We      <b>Surname</b> _____</p> <p>                  <b>Given Name</b> _____ (“you”)</p> <p>request and authorise The Council Of The King’s School [<i>Debit User Identification Number 022822</i>] to arrange, through its own financial institution, for any amount The Council Of The King’s School may debit or charge you to be debited through the Bulk Electronic Clearing System from an account held at the financial institution identified below and paid to The Council Of The King’s School, subject to the terms and conditions of the Direct Debit Request Service Agreement.</p>
<b>Insert the name and address of financial institution at which account is held</b>	<p><b>Financial institution name</b> _____</p> <p><b>Address</b> _____</p> <p>_____</p>
<b>Insert details of account to be debited</b>	<p><b>Name of account holder</b> _____</p> <p><b>BSB number</b>                     _ _ _ _  -  _ _ _ _ </p> <p><b>Account number</b>             _ _ _ _ _ _ _ _ _ _ _ _ _ _ </p> <p><b>See next page for Credit Card option</b>      Yes <input type="checkbox"/></p>
<b>Acknowledgment</b>	<p>By signing this Direct Debit Request you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and The Council Of The King’s School as set out in this Request and in your Direct Debit Request Service Agreement.</p>
Payment Details	<p><b>DIRECT DEBITING OF SCHOOL FEES</b></p> <p><b>FAMILY NUMBER:</b> _____ <b>FAMILY NAME</b> _____</p> <p>Please indicate in the appropriate box the basis on which you wish to pay school fees by Direct Debit</p> <p>1 Each term on the first day of the term, for one term’s fees plus disbursements. <input type="checkbox"/></p> <p>2 Ten payments per year, on the 25<sup>th</sup> of each month (February – November inclusive), being equal instalments of School fees, plus disbursements <input type="checkbox"/></p> <p>And <b>(INCLUDING VOLUNTARY BUILDING FUND DONATION)</b> <input type="checkbox"/></p> <p>I request the School to add to the Direct Debit \$175 per term OR \$ _____ per term as a donation to The Foundation Building Fund.</p> <p><i>Please specify an amount if you wish to vary the donated amount.</i></p>
<b>Insert your signature and address</b>	<p><b>Signature</b> _____</p> <p><b>Address</b> _____</p> <p>_____</p> <p><b>Date</b>      ___ / ___ / ___</p>

**Please refer to your Direct Debit Request – Service Agreement**





## Direct Debit Request Service Agreement

**The King's School**  
**PO Box 1 PARRAMATTA NSW 2124**  
**ABN 24 481 364 152**

The following is your Direct Debit Service Agreement with The Council of The King's School ABN 24 481 364 152. The agreement is designed to explain 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.

We recommend you keep this agreement in a safe place 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 form.

### Definitions

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

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

**banking 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 a debit is made.

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

**us** or **we** means **The Council of The King's School** (the Debit User) *you* have authorised by signing a *Direct Debit Request*.

**you** means the customer who has signed or authorised by other means the *Direct Debit Request*.

**your financial institution** means the financial institution nominated by *you* on the DDR at which the *account* is maintained.

### 1. Debiting your account

1.1 By signing a *Direct Debit Request* or by providing *us* with a valid instruction, *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 arrangement between *us* and *you*.

1.2 *We* will only arrange for funds to be debited from *your account* as authorised in the *Direct Debit Request*.

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

<p><b>2. Amendments by us</b></p>	<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 thirty <b>(30) days</b> written notice.</p>
<p><b>3. Amendments by you</b></p>	<p>3.1 You may change, stop or defer a debit payment, or terminate this agreement by providing us with at least thirty <b>(30) days</b> notification by writing to:  The Council of The King’s School PO Box 1 Parramatta NSW 2124  <i>or</i>  by telephoning us on 02 9683 8557 during business hours;  <i>or</i>  arranging it through your own financial institution.</p>
<p><b>4. Your obligations</b></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> <ul style="list-style-type: none"> <li>(a) <i>you</i> may be charged a fee and/or interest by <i>your financial institution</i>;</li> <li>(b) <i>you</i> may also incur fees or charges imposed or incurred by <i>us</i>;</li> <li>and</li> <li>(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>.</li> </ul> <p>4.3 You should check <i>your account</i> statement to verify that the amounts debited from <i>your account</i> are correct</p> <p>4.4 If The Council of The King’s School is liable to pay goods and services tax ("GST") on a supply made in connection with this <i>agreement</i>, then <i>you</i> agree to pay The Council of The King’s School on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.</p>
<p><b>5 Dispute</b></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 on phone number 02 9683 8557 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 with your financial institution direct.</p> <p>5.2 If <i>we</i> conclude as a result of our investigations that <i>your</i> account 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</i> account (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><b>6. Accounts</b></p>	<p><i>You should check:</i></p> <ul style="list-style-type: none"> <li>(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.</li> <li>(b) <i>your account details</i> which <i>you</i> have provided to <i>us</i> are correct by checking them against a recent <i>account</i> statement; and</li> <li>(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>.</li> </ul>
<p><b>7. Confidentiality</b></p>	<p>7.1 <i>We will keep any information (including your account details) in your Direct Debit Request confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information.</i></p> <p>7.2 <i>We will only disclose information that we have about you:</i></p> <ul style="list-style-type: none"> <li>(a) to the extent specifically required by law; or</li> <li>(b) for the purposes of this <i>agreement</i> (including disclosing information in connection with any query or claim).</li> </ul>
<p><b>8. Notice</b></p>	<p>8.1 <i>If you wish to notify us in writing about anything relating to this agreement, you should write to</i> The Council of The King’s School PO Box 1 Parramatta NSW 2124</p> <p>8.2 <i>We will notify you by sending a notice in the ordinary post to the address you have given us in the Direct Debit Request.</i></p> <p>8.3 <i>Any notice will be deemed to have been received on the third banking day after posting.</i></p>

**Comments Section (where applicable)**