CREDIT CARD AUTHORITY

LAUNCESTON CHURCH GRAMMAR SCHOOL

School Account Number (7 digits) _ _ _ _ _ _ _

Credit Card Authority

1. Please complete your Credit Card details:

Credit Card Number _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Expiry Date _ _ / _ _

Name on Credit Card ……

Card Type: (please circle one) MasterCard Visa AMEX

- **Payment amount:**

  Total of Monthly Statement ☐

  or

  Set amount per month $ ..... ☐

- **Payment will be debited** on 25th day of each month, commencing February 2020

Authorisation for Credit Card Authority

I hereby authorise Launceston Church Grammar School to debit my credit card account at the intervals specified.

I request this Credit Card Authority remains in force in accordance with the details specified above in respect of any card issued to me in renewal or replacement thereof and in compliance with the Terms and Conditions set out below.

Cardholder's Signature: …… **Date:** ……

Please STOP this agreement at the end of 2020 (Please tick if preferred) ☐

Terms and Conditions

We, Launceston Church Grammar School, note our commitment to you as follows:

- We will show your payment on your statement;
- Where the due date falls on a non-business day, we will draw the amount on the closest business day;
- We reserve the right to cancel the drawing arrangement if they are continually returned unpaid by your nominated financial institution and to arrange an alternate payment method with you;
- Where a drawing is returned unpaid by you financial institution, the resulting fee will be charged to your fees account;
- We will defer or alter the agreed drawing schedule if you provide 7 days written notice;
- We will accept your cancellation of your agreed arrangement if you provide 7 days written notice;
- We will keep all information provided by you private and confidential;
- We will investigate and deal promptly with any queries regarding your payments.

Your commitment to us as follows:

- It is your responsibility to check with your financial institution prior to completing either Section 1 or Section 2 that such transactions are available on that account;
- It is your responsibility to ensure that the authorisation at Section 3 or Section 4 is identical to the account signing instruction held by the financial institution of the nominated account;
- It is your responsibility to ensure that sufficient funds are available in the nominated account at all times to meet a drawing on the due date of payment;
- It is your responsibility to advise us if the nominated account or card is altered, transferred or closed;
- It is your responsibility to arrange with us a suitable alternate payment method if the drawing arrangements are stopped, whether by you or by the nominated financial institution;
- It is your responsibility to meet any charges resulting from fees charged to us as a result of returned drawings.

Please note:

- Your agreement will remain in place until the account is paid in full.