

DIRECT DEBIT AUTHORITY
LAUNCESTON CHURCH GRAMMAR SCHOOL



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

Direct Debit Request

1. Please complete your Financial Institution details:

Your bank's BSB: (6 digits) _ _ _ _ _ Bank Account Number:

Name on Account (eg: Mr Joe Citizen):

- **Payment will be debited on either** (Please indicate your preference):
21st day of each month, commencing February 2020

- **Payment options are either** (Please tick your preference):
Total of Monthly Statement
or
Set amount per month \$

Authorisation of Direct Debit Request

I/We request this Direct Debit Request remains in force in accordance with details specified above and in compliance with the Terms and Conditions set out below.

Customer(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 your 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