	Request and Authority to Debi COOLUM BEAC PO Box 480, COOLUM B	DEBIT REQUEST t Account or Credit Card Named Below to Pay H CHRISTIAN COLLEGE BEACH QLD 4573 ABN: 74 102 732 301 Email: accounts@cbcc.qld.edu.au	 New Request Change to existing details 	
Direct Debit Request and	Surname: X			
Authority to debit	Given Names: <mark>X</mark> ('you')			
account named below by Coolum	Address: <mark>X</mark>	Po	ost Code:	
Beach Christian College Ltd	request and authorise Coolum Beach Christian College Ltd ABN 74 102 732 301 ('Coolum Beach Christian College') to arrange for any amount Coolum Beach Christian College may debit or charge as specified below and subject to the terms and conditions of this Direct Debit Request allows for Coolum Beach Christian College [User ID: 221653 (Direct Debits to Bank Accounts and User ID: 2041166 (Debits to Credit Cards)] to debit the nominated account until further notice in writing through the Bulk Electronic Clearing System held at the financial institution specified below, according to the schedule specified below, subject to the terms and conditions of the Direct Debit Request Service Agreement (over page) a copy of which I have received read and understood, and any further instructions provided below. Debits may be made fourteen days after the issue of a billing advice.			
Payment Schedule	I/we authorize Coolum Beach Christian College to process payments as per my/our fee payment arrangement to enable any fees and/or levies incurred by me/us to be cleared in full by the end of each school year. I/we understand that Coolum Beach Christian College will communicate any such change to my/our periodical payment by letter or email giving me/us fourteen (14) clear days notice of same.			
	I/we have read the terms and co	nditions over the page X		
Dovrment Method	Direct Debit from Bank Ac	count OR 🗌 Direct Debit from	Credit Card	
Payment Method			orcall oura	
	(Complete Schedule 1 below)	(Complete Schedule 2	below)	
SCHEDULE 1	(Complete Schedule 1 below) Financial Institution Name:	(Complete Schedule 2	below)	
SCHEDULE 1		(Complete Schedule 2 X	· 	
SCHEDULE 1	Financial Institution Name:	X	· 	
SCHEDULE 1	Financial Institution Name: Branch: Name of Account:	X	· 	
SCHEDULE 1	Financial Institution Name: Branch:	X	· 	
SCHEDULE 1	Financial Institution Name: Branch: Name of Account: BSB: Account Number: ACKNOWLEDGEMENT: By signing this Di governing the debit arrangements made bet Debit Request Service Agreement (overpag	X X X Image: Second Sec	stood the terms and conditions this Request and in the Direct remain in force until cancelled, details are correct and that this	
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DIRECT DEBIT REQUEST SERVICE AGREEMENT

Definitions	 account means the account held at your financial institution from which we are authorized 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 Coolum Beach Christian College Ltd, the Debit User you have authorized by signing a direct debit request. you means the customer who signed the direct debit request. your financial institution is the financial institution where you hold the account that you have authorized us to arrange to debit. 	
1. Debiting	1.1	By signing a direct debit request, you have authorized us to arrange for funds to be debited from your account. You should
your account	1.2	refer to the <i>direct debit request</i> and this <i>agreement</i> for the terms of the arrangement between us and you. We will only arrange for funds to be debited from <i>your account</i> as authorized in the <i>direct debit request</i> . Or
		We will only arrange for funds to be debited from your account if we have sent to the address nominated by you in the dire debit request, a billing advice which specifies the amount payable by you to us and when it is due.
	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.
2. Changes by <i>us</i>	2.1	We may vary any details of this agreement or a direct debit request at any time by giving you at least fourteen (14) days written notice.
3. Changes by you	3.1	Subject to 3.2 and 3.3, <i>you</i> may change the arrangements under a <i>direct debit request</i> by contacting <i>us</i> on 07 5446 4780.
	3.2	If you wish to stop or defer a <i>debit payment you</i> must notify us in writing at least seven (7) days before the next <i>debit day</i> . The notice should be given to us in the first instance.
	3.3	You may also cancel your authority for us to debit your account at any time by giving us at least seven (7) days notice in writin before the next debit day. This notice should be given to us in the first instance.
4. Your obligations		It is your responsibility to ensure that there are sufficient clear funds available in your account to allow a debit payment to be made in accordance with the direct debit request.
	4.2	 If there are insufficient clear funds in <i>your account</i> to meet a <i>debit payment:</i> a) <i>you</i> may be charged a fee and/or interest by <i>your financial institution</i>; b) <i>you</i> may also incur fees or charges imposed or incurred by <i>us</i>; and
		c) you must arrange for the <i>debit payment</i> to be made by another method or arrange for sufficient clear funds to be in yo account by an agreed time so that we can process the <i>debit payment</i> .
	4.3	You should check your account statement to verify that the amounts debited from your account are correct.
	4.4	If Coolum Beach Christian College Ltd is liable to pay goods and services tax ('GST') on a supply made in connection with th agreement, then you agree to pay Coolum Beach Christian College Ltd on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.
5. Dispute	5.1	If you believe that there has been an error in debiting your account, you should notify us directly on 07 5446 4780 and confirm with a notice in writing to us as soon as possible so that we can resolve your query more quickly.
	5.2	If we conclude as a result of our investigations that your account has been incorrectly debited we will respond to your query larranging for your financial institution to adjust your account (including any interest or charges) accordingly. We will also not you in writing of the amount by which your account has been adjusted.
	5.3	If we conclude as a result of our investigations that your account has not been incorrectly debited we will respond to your que by providing you with reasons and any evidence for this finding.
	5.4	Any queries you may have about an error made in debiting your account should be directed to us in the first instance so th we can attempt to resolve the matter between us and you. If we cannot resolve the matter you can still refer it to your finance institution which will obtain details from you of the disputed transaction and may lodge a claim on your behalf.
6. Accounts	6.1	You should check: a) with your financial institution whether direct debiting is available from your account as direct debiting is not available on a
		 accounts offered by financial institutions; your account details which you have provided to us are correct by checking them against a recent account statemen
		 and with your financial institution before completing the direct debit request if you have any queries about how to complete the direct debit request.
7. Confidentiality	7.1	We will keep any information (including <i>your account details</i>) in your <i>direct debit request</i> confidential. We will make all reasonable efforts to keep any such information that we have about <i>you</i> secure and to ensure that any of our employees agents who have access to information about <i>you</i> do not make any unauthorized use, modification, reproduction or disclosu of that information.
	7.2	We will only disclose information that <i>we</i> have about <i>you</i> : a) to the extent specifically required by the law; or
8. Notice	8.1	b) for the purposes of this agreement (including disclosing information in connection with any query or claim). If you wish to notify us in writing about anything relating to this agreement, you should write to PO Box 480, COOLUM REACH, OLD, 4572
	8.2	BEACH QLD 4573. We will notify you by sending a notice in the ordinary posit to the address you have given us in the direct debit request.
	8.3	Any notice will be deemed to have been received on the third banking day after posting.