



# DIRECT DEBIT REQUEST- LITTLE JOEYS

Request and Authority to Debit Account or Credit Card Named Below to Pay

## COOLUM BEACH CHRISTIAN COLLEGE

PO Box 480, COOLUM BEACH QLD 4573 ABN: 74 102 732 301  
PH: 07 5446 4780 Email: accounts@cbcc.qld.edu.au

- New Request
- Change to existing details

**Direct Debit Request and Authority to debit account named below by Coolum Beach Christian College Ltd**

**Surname:**  \_\_\_\_\_

**Given Names:**  \_\_\_\_\_ ('you')

**Address:**  \_\_\_\_\_ **Post Code:** \_\_\_\_\_

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. 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.

**Payment Schedule**

I/we authorize Coolum Beach Christian College to process payments as per my/our fee payment arrangements 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 my/our billing amounts fortnightly, by emailing a statement showing the amount due.

I/we have read the terms and conditions over the page

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**Payment Method**

**Direct Debit from Bank Account** OR  **Direct Debit from Credit Card**  
(Complete Schedule 1 below) (Complete Schedule 2 below)

**SCHEDULE 1**

**Financial Institution Name:**  \_\_\_\_\_

**Branch:**  \_\_\_\_\_

**Name of Account:**  \_\_\_\_\_

**BSB:** -

**Account Number:**

**ACKNOWLEDGEMENT:** By signing this Direct Debit Request I/we acknowledge having read and understood the terms and conditions governing the debit arrangements made between Coolum Beach Christian College and me/us as set out in this Request and in the Direct Debit Request Service Agreement (overpage). I/We authorise and request that this Direct Debit Request remain in force until cancelled, deferred or otherwise altered in accordance with the Service Agreement. I/We confirm the above account details are correct and that this request is signed by the required number of signatories.

**Applicant One Signature:**  \_\_\_\_\_ **Date:**  \_\_\_\_\_  
(If debiting from a joint bank account all signatories must sign)

**Applicant Two Signature:**  \_\_\_\_\_ **Date:**  \_\_\_\_\_

**SCHEDULE 2**

**CREDIT CARD DETAILS:** By providing this information you are authorising Coolum Beach Christian College to process payments using the following credit card details according to the Payment Schedule:

**Cardholder's Name:**  \_\_\_\_\_

**Card Type:**  **Mastercard**  **Visa**

**Credit Card Number:**

**Expiry Date:**  /  **CCV**

**Cardholder's Signature:**  \_\_\_\_\_ **Date:**  \_\_\_\_\_

# 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 your account

1.1 By signing a *direct debit request*, you have authorized *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 authorized in the *direct debit request*.

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 *direct 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 us

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, *you* may change the arrangements under a *direct debit request* by contacting *us* on 07 5446 4780.

3.2 If *you* wish to stop or defer a *debit payment* you must notify *us* in writing at least seven (7) days before the next *debit day*. This 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 writing before the next *debit day*. This notice should be given to *us* in the first instance.

## 4. Your obligations

4.1 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 *your account* to meet a *debit payment*:

a) *you* may be charged a fee and/or interest by *your financial institution*;

b) *you* may also incur fees or charges imposed or incurred by *us*; and

c) *you* must arrange for the *debit payment* to be made by another method or arrange for sufficient clear funds to be in *your account* by an agreed time so that *we* can process the *debit payment*.

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 this *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 by arranging for *your financial institution* to adjust *your account* (including any interest or charges) accordingly. *We* will also notify *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* query 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 that *we* can attempt to resolve the matter between *us* and *you*. If *we* cannot resolve the matter *you* can still refer it to *your financial 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 all *accounts* offered by financial institutions;

b) *your account* details which *you* have provided to *us* are correct by checking them against a recent *account* statement; and

c) 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 *your account details*) in *your direct debit request* confidential. *We* will make all 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 unauthorized use, modification, reproduction or disclosure of that information.

7.2 *We* will only disclose information that *we* have about *you*:

a) to the extent specifically required by the law; or

b) for the purposes of this *agreement* (including disclosing information in connection with any query or claim).

## 8. Notice

8.1 If *you* wish to notify *us* in writing about anything relating to this *agreement*, *you* should write to PO Box 480, COOLUM BEACH QLD 4573.

8.2 *We* will notify *you* by sending a notice in the ordinary post 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.