

PLEASE RETAIN THIS PAGE FOR YOUR RECORDS

DIRECT DEBIT REQUEST SERVICE AGREEMENT

1. Initial deposit direct debit details:

Amount to be debited:

\$ _____

Date:

10th November 2017

Ongoing direct debit details:

Amount to be debited:

\$ _____

OR

Mid-month (2018)
15 th February 2018
15 th March 2018
16 th April 2018
15 th May 2018
15 th June 2018

End -of- month
28 th February 2018
29 th March 2018
30 th April 2018
31 th May 2018
29 th June 2018

2. You will be advised 14 days in advance of any changes to the direct debit arrangements.
3. For all matters relating to the direct debit arrangements, you will need to:
 - Call our office on (03) 5782 1422; and/or
 - Send written correspondence to the Bus co-ordinator, Assumption College Kilmore, PO Box 111, Kilmore Vic 3764.
 - Email: bus@assumption.vic.edu.au
4. You should be aware that:
 - a. Direct debiting through BECS is not available on all accounts; and
 - b. Account details should be checked against a recent statement from your financial institution. If you are in any doubt, you should check with your financial institution before completing the drawing authority.
5. It is your responsibility to ensure sufficient cleared funds are in the nominated debiting account at the time the payments are to be drawn.
6. If the due date for payment falls on a non-working day or public holiday, the payment will be processed on the previous working day. If you are in any doubt, please refer to Point 3 for further clarification.
7. For returned unpaid transactions, the following procedures or policy will apply:
 - Notification to fee payer will be made via SMS, telephone call or email
 - The direct debit amount will be payable by alternate arrangement within 7 days
8. All customer records and account details will be kept private and confidential, to be disclosed only at the request of the customer or financial institution in connection with a claim made to an alleged incorrect or wrongful debit.

This direct debit is an ongoing arrangement and will roll forward each year until all bus fees are paid, unless a suitable alternative arrangement is made.