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## DIRECT DEBIT REQUEST SERVICE AGREEMENT

1. Initial deposit direct debit details:

Amount to be debited:

\$ \_\_\_\_\_

Date:

9th November 2018

Ongoing direct debit details:

Amount to be debited:

\$ \_\_\_\_\_

OR

Mid-month (2019)
15 <sup>th</sup> February 2019
15 <sup>th</sup> March 2019
15 <sup>th</sup> April 2019
15 <sup>th</sup> May 2019
14 <sup>th</sup> June 2019

End of month (2019)
28 <sup>th</sup> February 2019
29 <sup>th</sup> March 2019
30 <sup>th</sup> April 2019
31 <sup>st</sup> May 2019
28 <sup>th</sup> June 2019

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.**