

# School Fee Direct Debit Payment Authority 2018

updated May 2017



Parent name(s): ..... Parent code: .....

Student name(s): ..... Year level: .....

By signing this document, I/We authorise Archdiocesan Development Fund with Debit User Number 062782 (the Debit User), and on behalf of St Joseph's Nudgee College, to debit my/our account detailed below through the Bulk Electronic Clearing System (BECS). The College may, by prior arrangement and advice to me/us, vary the amount or frequency of future debit to my nominated bank account or credit card as follows;

- Pay fee account in full (8th February)
- 45 weekly instalments (6th February to 11th December inclusive)
- 23 fortnightly instalments (7th February to 12th December inclusive)
- 11 monthly instalments (February to December inclusive) **SELECT CYCLE**  10th OR  20th of month
- 4 term instalments (9th February; 17th April; 17th July and 8th October)

## Bank Account Option (Australia only)

Note: Direct debit is not available on the full range of accounts. If in doubt please refer to your Financial institution.

- Please debit my/our nominated bank account with any charges/tuition/boarding fees as per my/our annual fee account, including any miscellaneous charges appearing during the year.
- I/We acknowledge this authority is to remain in place until cancelling in writing by me/us or the payment of all outstanding amounts with the College.

Financial institution name: .....

Address: .....

Account name: .....

BSB number:    -

Account number:

Signature(s): ..... Date: .....

(Signatures of all account holders are required for joint accounts)

Name(s): ..... Date: .....

## Credit Card Option

- Please debit my nominated credit card with any charges/tuition/boarding fees as per my annual fee account, including any miscellaneous charges appearing during the year.
- I acknowledge this authority is to remain in place until cancelling in writing by me or the payment of all outstanding amounts with the College.
- This authority shall stand, in respect of the below specified card and in respect of any card issued to me in renewal or replacement thereof, until I notify the merchant in writing of its cancellation.

Card Type:  MasterCard  Visa

Card Number:

Expire:   /      Code (last 3 digits on back of card)

Name on card: .....

Signature: ..... Date: .....

Trustees of the Christian Brothers (Queensland) trading as St Joseph's Nudgee College

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Finance | p: (07) 3865 0404 | f: (07) 3865 0104 | w: www.nudgee.com | e: fees@nudgee.qld.edu.au



## Fees - Direct Debit Request Service Agreement

- The Archdiocesan Development Fund (ADF), on behalf of your school, undertakes to debit your account on the nominated day each period as per the information you provide. Please note the ADF will not issue billing advices to you. Confirmation that the debit has occurred will be evidenced by the debit entry to your nominated bank or financial institution account.
- The ADF will provide you 14 days notice, through the school if we change any of the terms of the Service Agreement.
- You should contact School Administration should you wish to;
  1. Alter the amount or defer any arrangements
  2. Stop any debit item or cancel this Direct Debit Request, or
  3. Query or dispute any debit item
- The School will in turn contact the ADF and provide your written instructions in relation to "1" and "2" above. In respect of "3", the School will provide details to the ADF who will investigate your claim and then liaise directly with you to achieve a resolution satisfactory to both the ADF and you.
- Direct Debiting is not available on all bank accounts. You will need to check with your Bank or Financial Institution if you are uncertain whether your account is suitable for direct debiting.
- You should check your account details against a recent statement from your Bank or Financial Institution to ensure their correctness. If uncertain, check with your Bank or Financial Institution before completing the Direct Debit Request.
- It is your responsibility to have sufficient cleared funds available in the relevant account by the due date to permit the payment of Debit items in accordance with the Direct Debit Request.