BELLFIELD COLLEGE 31 Rossmore Ave, (West) Rossmore, 2557 (t) 9606 2666 (f) 9606 2663



Direct Debit Request Service Agreement

The following is your Direct Debit Service Agreement with **Bellfield College ABN: 75116583834**. The agreement is designed to explain what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit Provider.

We recommend you keep this agreement in a safe place for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR form.

Definitions	account means the account held at your financial institution from which we are authorised 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.
	<i>Us</i> or <i>we</i> means <i>Bellfield College</i> , (the Debit User) <i>you</i> have authorised by signing a <i>Direct Debit Request</i> .
	You means the customer who has signed or authorised by other means the <i>Direct Debit Request</i> .
	Your financial institution means the financial institution nominated by <i>you</i> on the DDR at which the <i>account</i> is maintained.
1. Debiting your account	1.1 By signing a <i>Direct Debit Request</i> or by providing <i>us</i> with a valid instruction, <i>you</i> have authorised <i>us</i> to arrange for funds to be debited from <i>your account. You</i> should refer to the <i>Direct Debit Request</i> and this <i>agreement</i> for the terms of the arrangement between <i>you and us</i> .
	1.2 We will only arrange for funds to be debited from your account as authorised 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 <i>debit day</i> falls on a day that is not a <i>banking day, we</i> 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. Amendments by us	2.1 We may vary any details of this agreement or a Direct Debit Request any time by giving you at least fourteen (14) days written notice.
3. Amendments by you	3.1 <i>You</i> may change, stop or defer a debit payment, or terminate this agreement by providing us with at least fourteen (14 days) notification by writing to:

	Rollfield College
	Bellfield College 31 Rossmore Ave (West)
	Rossmore, NSW, 2557
	or
	by telephoning us on 9606 2666 during business hours;
	or
	arranging it through your own financial institution.
4. Your obligatio	4.1 It is <i>your</i> responsibility to ensure that there are sufficient clear funds available in <i>your</i> account to allow a <i>debit payment</i> to be made in accordance with the <i>Direct Debit Request</i> .
	4.2 If there are insufficient clear funds in <i>your account</i> to meet a <i>debit payment</i> :
	(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 <i>Bellfield College</i> is liable to pay goods and services tax ("GST") on a supply made in connection with this <i>agreement</i> , then <i>you</i> agree to pay <i>Bellfield College</i> 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 <i>your account, you</i> should notify us directly on 9606 2666 and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly. Alternatively you can take it up with your financial institution direct.
	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 yourfinancial institution to adjust your account (including interest and 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 in writing.
6. Accounts	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 you Direct Debit Request confidential. We will make reasonable efforts t keep any such information that we have about you secure and to ensur that any of our employees or agents who have access to informatio about you do not make any unauthorised use, modification, reproductio or disclosure of that information.
		7.2 We will only disclose information that we have about you: (a) to the extent specifically required by law; or
		(b) for the purposes of this <i>agreement</i> (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
		Bellfield College 31 Rossmore Ave (West) Rossmore, NSW, 2557
		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 <i>banking</i> day after posting.

DIRECT DEBIT REQUEST
Request and Authority to debit the account named below
BELLFIELD COLLEGE

Request and	Your Surname or Company Name
Authority to debit	Your Given Name(s) or ABN/ARBN Your Child's name and Year:
	"You" request and authorise BELLFIELD COLLEGE to arrange, through it's own financial institution, a debit to your nominated account any amount Bellfield Collegehas deemedpayable by you.
	This debit or charge will be made through the Bulk Electronic Clearing System (BECS) from <i>your</i> account held at the financial institution you have nominated below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.
Insert the name and address of financial institution	Financial Institution Name Address
Insert details of account to be debited via your Bank	Name/s on account BSB number (Must be 6 Digits) Account number
Insert details for debit card or credit card payments Wastercard VISA	Cardholder's name: Card number: Expiry Date:
Acknowledgment	By <i>signing and</i> /or providing us with a <i>valid instruction</i> in respect to <i>your</i> Direct Debit Request, you have understood and agreed to the terms and conditions governing the debit arrangements between you and BELLFIELD COLLLEGE as set out in this Request and in your Direct Debit Request Service Agreement.
Payment Details	☐ The maximum amount to be debited at any one time is: \$
	(amount in words)
	☐ The first debit may be made on// and at
	weekly / fortnightly / monthly / quarterly / half yearly / intervals after that or
	Debits may be made fourteen days after the issue of a billing advice
Insert your signature and address	Signature (If signing for a company, sign and print full name and capacity for signing e.g. Director) Address
	Date / /