

DIRECT DEBIT REQUEST



**OUR LADY OF
GRACE SCHOOL**

Request and Authority to debit the account named below to pay Our Lady of Grace School.

Please complete all sections of this form, and refer to the terms and conditions on the back page.

REQUESTOR'S DETAILS	FAMILY ID (If known)
Surname	Phone Number (during business hours)
Given Name/s	Email address
Address	Postcode

ACCOUNT TO BE DEBITED	
Financial Institution's Name	
Branch Address	
Account Name	
BSB Number	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>
Account Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

PAYMENT DETAILS	
Amount \$	
Date of first debit	/ / Date of last debit / / OR <input type="checkbox"/> ongoing
By selecting the ongoing option you authorise your deduction amount to be adjusted from the next available deduction after January 31 each year.	
OLOG Finance will advise you of your fee payment amount each year to ensure the full year's fees are paid	
Debits to be made at the following intervals:	
Frequency	<input type="checkbox"/> Weekly (Starting 1st Feb) <input type="checkbox"/> Fortnightly (Starting 1st Feb) <input type="checkbox"/> Monthly (15th of the month)
Adhoc charges	<input type="checkbox"/> I give authority to debit my account for adhoc charges in the next scheduled payment available after such charges being issued.

REQUEST AND AUTHORITY TO DEBIT
I request and authorise Catholic Church Endowment Society Inc Debit user ID 113325 to arrange for any amount Catholic church Endowment Society Inc may debit or charge me/us to be debited through the Bulk Electronic Clearing System from an account held at the financial institution identified above subject to the terms and conditions of the Direct Debit Request Service Agreement {and any further instructions above}.
By signing this Direct Debit Request, I/we acknowledge having read and understood the terms and conditions governing the debit arrangements between us and Our Lady of Grace as set out in this request and in your Direct Debit Request Service Agreement.
<input type="checkbox"/> I have received and read a copy of the Direct Debit Agreement
Name
Signature
Date

DIRECT DEBIT REQUEST SERVICE AGREEMENT

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.

business 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 Our Lady of Grace you have authorised 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 authorised us to arrange to debit.

1. Debiting your account

By signing a direct debit request, you have authorised 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.

We will only arrange for funds to be debited from your account as authorised in the direct debit request.

If the debit day falls on a day that is not a business day, we may direct your financial institution to debit your account on the previous business 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

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

You may change the arrangements under a direct debit request by contacting us at on (08) 8210 8156.

If you wish to stop or defer a debit payment you must notify us in writing at least 28 days before the next debit day.

You may also cancel your authority for us to debit your account at any time by giving us 7 days notice in writing before the next debit day.

4. Your obligations

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.

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.

You should check your account statement to verify that the amounts debited from your account are correct.

5. Dispute

If you believe that there has been an error in debiting your account, you should notify us directly at on (08) 8210 8211 and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly.

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 interest and charges) accordingly. We will also notify you in writing of the amount by which your account has been adjusted.

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.

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

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

We will keep any information (including your account details) in your direct debit request confidential. We will make 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 unauthorised use, modification, reproduction or disclosure of that information.

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 agreement (including disclosing information in connection with any query or claim).

8. Notice

If you wish to notify us in writing about anything relating to this agreement, you should write to Catholic Church Endowment Society Inc PO Box 1364 Adelaide SA 5001

We will notify you by sending a notice in the ordinary post to the address you have given us in the direct debit request

Any notice will be deemed to have been received two business days after it is posted.

OFFICE USE ONLY

Request Received	
Acknowledgment Sent	
Processed	