



DARAMALAN COLLEGE

Cowper Street, Dickson ACT 2602 | Phone (02) 6245 6310

PO Box 84 Dickson ACT 2602 | fees@daramalan.act.edu.au | www.daramalan.act.edu.au | ABN 33 008 428 331

DIRECT DEBIT REQUEST

School use only

Family ID

Student's Name

Customer's Authority

(Name of customer/s giving the Direct Debit Request)

I/We authorise and request Daramalan College until further notice in writing, to arrange for funds to be debited through the Bulk Electronic Clearing System (BECS) from my/our account at the Financial Institution identified below as instructed by me/us or any other amounts as instructed or authorised to be debited in accordance with the terms and conditions of the Direct Debit Request Service Agreement (DDRSA) as amended from time to time.

Payment Details

This authority allows the debiting of amounts payable by the Customer under the Direct Debit Service Request Agreement between the Customer and Daramalan College, Dickson.

Details of the Account to be debited.

- All details must be supplied.
- Note: Direct debiting is not available on the full range of accounts. If in doubt, please refer to your bank/financial institution

Name of Financial Institution

Account Name (please insert name in full)

BSB

Account Number

Commencement Date

AMOUNT

Weekly

Fortnightly

Monthly

Credit Card number

Expiry Date

Pay by Credit Card

Frequency

1st of month

15th of month

Customer Authorisation

- If in joint names both signatures may be required

By signing below, I/We acknowledge that the Direct Debit arrangement is governed by the terms of Authorisation and the DDRSA attached to this request. I/We also authorise Daramalan College, Dickson to verify (if need be) the details of the account with my/our Financial Institution mentioned above and for that Financial Institution to release information to Daramalan College, Dickson in order to allow it to verify the above account details.

Signature

Date

Signature

Date

Daramalan College Direct Debit Request Service Agreement (DDRSA)

1. By signing the DDR and the DDSRA, the Customer authorises Daramalan College to arrange for funds to be debited from the Customer's Account in accordance with the Agreement.
2. Daramalan College will advise the Customer 14 days in advance of any changes to the DDR, including without limitation, any additional amounts that Daramalan College proposes to debit from your Account for the payment of additional fees and levies pursuant to your Enrolment Agreement with Daramalan College. The Customer agrees that unless you dispute any changes notified to you within 14 days of receipt of the notice, the Customer is deemed to have accepted the changes.
3. For all matters relating to the DDR, including cancellation, alteration or suspension of drawing arrangements or to stop or defer a payment, or to investigate or dispute a previous payment, the Customer should:
 - Contact Daramalan College's administration
 - Allow 14 days for amendments to take effect or for Daramalan College to respond to a dispute.
4. If Daramalan College's investigations show that the Customer's Account has been incorrectly debited, it will arrange for the Financial Institution to adjust the Customer's Account accordingly. Daramalan College will also notify the Customer in writing of the amount by which the Customer's Account has been adjusted. If Daramalan College's investigations show that the Customer's Account has been correctly debited, Daramalan College will respond to the Customer's query by providing the Customer with reasons and copies of any evidence for this finding. If Daramalan College cannot resolve the dispute, the Customer agrees to refer it to the Customer's Financial Institution, which will obtain details from you of the disputed payment and may lodge a claim on the Customer's behalf.
5. It is the responsibility of the Customer to ensure that direct debiting is available through the Financial Institution. The Customer acknowledges that that:
 - Direct debiting through the Bulk Electronic Clearing System (BECS) is not available on all accounts: and
 - You should check your Account details (including the Bank State Branch (BSB) number) directly against a recent statement from the Customer's Financial Institution.
6. The Customer must check with the Customer's Financial Institution before entering into this Agreement. The Customer indemnifies Daramalan College from any loss suffered by Daramalan College as a consequence of the Customer's failure to comply with this clause.
7. It is the Customer's responsibility to ensure that:
 - Sufficient cleared funds are in the Account when the payments are drawn.
 - The authorisation to debit the Account is in the same name as the Account signing instruction held by the Financial Institution where the Account is held.
 - Suitable arrangements are made if the direct debit is cancelled, by the Customer, the Financial Institution or for any other reason.
8. If the due date for payment falls on a day other than a Banking Business Day, the payment will be processed on the next Banking Business Day. If the Customer is uncertain when the payment will be debited from the Customer's Account, the Customer agrees to check with the Customer's Financial Institution.
9. For returned unpaid transactions, the following procedures or policies will apply:
 - Daramalan College will treat the payment as if it was never made.
 - Services provided by Daramalan College under the Enrolment Agreement may be suspended until the outstanding charges are paid.
 - A fee may be applied for drawings that are returned unpaid. Daramalan College reserves the right to cancel the DDR at any time if drawings are returned unpaid by the Customer's Financial Institution and the Customer agrees to make immediate alternate arrangements for payments of any amounts owing under the Enrolment Agreement or this Agreement.
10. All Customer records and Account details will be kept private and confidential to be disclosed only at the Customer's request or at the request of the Financial Institution in connection with a claim made to correct/investigate an alleged incorrect or wrongful debit or otherwise as required by law.
11. Where the Customer is more than one person, each person agrees that they are jointly and severally liable for the due performance of the Customer's obligations under this Agreement.
12. The Customer agrees that before entering into this Agreement they have had the opportunity to obtain legal advice on its terms.

Definitions

- **Account** the account nominated in the DDR held at your Financial Institution from which Daramalan College is authorised to arrange for funds to be debited.
- **Agreement** means this DDSRA and the terms and Conditions as amended from time to time.
- **Banking Business Day** means any day that the Financial Institution is open for business.
- **Daramalan College** means Daramalan College Limited ACN 008 428 331.
- **Direct Debit Request** or DDR means the direct debit request between Daramalan College and the Customer as amended from time to time.
- **Enrolment Agreement** means the agreement between Daramalan College and the Customer relating to the enrolment of the Student at Daramalan College.
- **Financial Institution** means the financial institution where the Customer holds the account nominated in the DDR as the account from which Daramalan College is authorised to arrange for funds to be debited.
- **Student** means the student listed on the DDR that is the subject of the Enrolment Agreement.

Signed by the parties as an Agreement:

Customer

Date

Signed by an authorised representative of Daramalan College Limited:

Name

Name

Authorised representative name

Signature

Signature

Date

I/We consent to receiving notices under this Agreement by email.