



BRISBANE GRAMMAR SCHOOL

DIRECT DEBIT FORM

Family Code: _____

To: Board of Trustees of the Brisbane Grammar School (User ID 024636)

I/We request that monies due in terms of the repayment arrangements covered by this document be drawn under the Direct Debit System from my/our account with:

Financial institution: _____

Branch: _____

Account Details

BSB: _____

Account number: _____

Account name: _____

I/We acknowledge that this Direct Debit arrangement is governed by the terms of the Client Service Agreement detailed on the following page.

Customer/s signature: _____

Customer/s address: _____

Date: _____

Brisbane Grammar School Gregory Terrace Brisbane QLD 4000

P +61 7 3834 5283 **E** accounts@brisbanegrammar.com **W** www.brisbanegrammar.com

The Board of Trustees of the Brisbane Grammar School trading as Brisbane Grammar School
ABN 41 291 151 944 CRICOS Number 00489C

DIRECT DEBIT - CLIENT SERVICE AGREEMENT

Our commitment to you.

Drawing arrangements:

1. Where the due date falls on a non business day, we will draw the amount on the next business day.
2. We will not change the amount or frequency of drawings arrangements without your prior approval.
3. We reserve the right to cancel the Brisbane Grammar School drawing arrangements if two or more drawings are returned unpaid by your nominated Financial Institution and to arrange with you an alternate payment method.
4. We reserve the right to charge a dishonour fee to your account if drawings are returned unpaid. The amount charged for each dishonour is stated on the Schedule of Fees published on the Schools website.
5. We will keep all information pertaining to your nominated account at the Financial Institution private and confidential.

Your rights:

6. You may terminate the Brisbane Grammar School drawing arrangements at any time by giving written notice to us. Such notice should be received by us at least 7 business days prior to the due date.
7. You may stop payment of a drawing under the Brisbane Grammar School Direct Debit Plan by giving written notice to us. Such notice should be received by us at least 7 business days prior to the due date.
8. You may request change to the drawing amount of Brisbane Grammar School Direct Debit drawings by contacting us and advising your requirements no less than 7 business days prior to the due date.
9. Where you consider that a drawing has been initiated incorrectly [outside the Brisbane Grammar School arrangements] you should take the matter up directly with us.

Your commitment to us.

Your responsibilities:

10. It is your responsibility to ensure that sufficient funds are available in the nominated account to meet a drawing on its due date.
11. It is your responsibility to ensure that the authorisation given to draw on the nominated account, is identical to the account signing instruction held by the Financial Institution where the account is based.
12. It is your responsibility to advise us if the account nominated by you to receive the Brisbane Grammar School Direct Debit drawings is transferred or closed.
13. It is your responsibility to arrange with us a suitable alternate payment method if the Brisbane Grammar School Direct Debit drawing arrangements are cancelled either by yourselves or the nominated Financial Institution.



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