



KINROSS WOLAROI  
— SCHOOL —

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# Direct Debit Request & Service Agreement

2022

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2 December 2021



DIRECT DEBIT REQUEST

DIRECT DEBIT REQUEST

Student Details

Name of Student(s)

[Empty text box for student name]

Parent Authority

Name of Parent(s)

[Empty text box for parent name]

Family Code (if known)

[Empty text box for family code]

Residential Address

[Empty text box for residential address]

Suburb:	Postcode:
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I/We request and authorise **KINROSS WOLAROI SCHOOL (Debit User ID 425908)** to arrange, through its own financial institution, a debit to my/our nominated bank account through the Bulk Electronic Clearing System (BECS) or credit card on the **15<sup>th</sup> day of each month** any amount Kinross Wolaroi School has deemed payable according to the notice sent to me/us on the **5<sup>th</sup> day of each month**.

I/We request that you debit my/our nominated:

Bank Account  or Credit Card

By signing and/or providing Kinross Wolaroi School with a valid instruction in respect to your Direct Debit Request, you have understood and agreed to the terms and conditions governing the debit arrangements between you and Kinross Wolaroi School as set out in this Request and in your Direct Debit Request Service Agreement.

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



**DIRECT DEBIT REQUEST**

**NOMINATED FINANCIAL DETAILS**

**BANK ACCOUNT**

**Details of the bank account to be debited**

Name and address of the financial institution at which your account is held

Name:	
Suburb:	Postcode:

Name of the account holder(s)

BSB

|\_|\_|\_|-|\_|\_|\_|

Account Number

|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|

**CREDIT CARD**

**Details of the credit card to be debited**

Name appearing on the card

Card type (please circle):      Visa   /   MasterCard

Card Number

|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|

Expiry

|\_|\_| / |\_|\_|

*Please note: Once we have entered your card details into our system, the details will be held in a fully compliant tokenised format and this sheet will be securely destroyed.*



## DIRECT DEBIT REQUEST SERVICE AGREEMENT

This is your Direct Debit Request Service Agreement (DDRSA) with **KINROSS WOLAROI SCHOOL (Debit User ID 425908)**. It explains 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. Please keep this agreement 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 authorisation.

### 1. Debiting your bank account or credit card

By signing a DDR, you have authorised us to arrange for funds to be debited from your nominated bank account or credit card. You should refer to the DDR and this agreement for the terms of the arrangement between us and you.

We will only arrange for funds to be debited if we have sent to the email / postal address previously nominated by you, a notice which specifies the amount payable by you to us. The notice will be sent to you no later than the **5<sup>th</sup> day of each month** from **February** through to and including **November** each year.

Funds will be debited from your account on the **15<sup>th</sup> day on each month** (the “debit day”) from **February** through to and including **November** each year. If the debit day falls on a day that is not a banking day, we will direct your financial institution to debit your nominated bank account or credit card on the following banking day. If you are unsure about which day your bank account or credit card has or will be debited, you should ask your financial institution.

### 2. Amendments by us

We may vary any details of this agreement or a DDR at any time by giving you at least fourteen (14) days written notice.

### 3. Amendments by you

You may change, stop, or defer a debit payment, or terminate this agreement by providing us with at least five (5) days notification in writing or by phone.

### 4. Your obligations

**4.1** It is your responsibility to ensure that there are sufficient clear funds available in your nominated bank account or sufficient available credit on your credit card to allow a debit payment to be made in accordance with the DDR. If there are insufficient clear funds available in your nominated bank account or insufficient available credit on your credit card to meet a debit payment:

- you may be charged a fee and/or interest by your financial institution;
- a fee of \$15 will be charged for each failed direct debit payment by us; and
- 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 nominated bank account or credit card are correct.



## DIRECT DEBIT REQUEST

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**4.2** The nominated bank account or credit card details should be checked against a recent statement from your financial institution. If you are in any doubt, you should check with your financial institution before completing the Direct Debit Request. It is your responsibility to advise us if your nominated bank account or credit card is altered, transferred, or closed.

**4.3** Please be aware that if nominating a bank account for debit payments, you should check with your financial institution whether direct debiting is available from your account as direct debiting is not available through Bulk Electronic Clearing System (BECS) on all accounts offered by financial institutions.

### **5. Dispute**

If you believe that there has been an error in debiting your account, you should notify us directly on (02) 6392 0314 and confirm that notice in writing with us as soon as possible so that we can resolve your query as quickly as possible. Alternatively, you can take the matter up directly with your financial institution.

### **6. Confidentiality**

We will keep any information 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 to the extent specifically required by law or for the purposes of this agreement (including disclosing information in connection with any query or claim).

### **7. Notice**

If you wish to notify us in writing about anything relating to this agreement, you should write to us at:

- [lmiller@kws.nsw.edu.au](mailto:lmiller@kws.nsw.edu.au); or
- Locked Bag 4, ORANGE NSW 2800

We may send notices either electronically to your email address or by ordinary post to the address you have given us.

Any notice will be deemed to have been received on the third banking day after emailing or posting.