



KINROSS WOLAROI
— SCHOOL —

Credit Card - Direct Debit Request International Student Exchange



DIRECT DEBIT REQUEST

DIRECT DEBIT REQUEST

Student Details

Name of International Exchange Student

[Empty text box for student name]

Parent Authority

Name of Parent(s)

[Empty text box for parent name]

Contact phone number (please include the international country calling code)

[Empty text box for contact phone number]

Residential Address

[Empty text box for residential address]	
[Empty text box for residential address]	
Suburb:	Postcode:

I/We request and authorise KINROSS WOLAROI SCHOOL (Debit User ID 425908) to arrange, through its own financial institution, a debit to my credit card for \$500 AUD.

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

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

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 credit card

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

Funds will be debited as arranged by the Student International Exchange Coordinator from your credit card.

2. Your obligations

2.1 It is your responsibility to ensure that there is sufficient available credit on your credit card to allow a debit payment to be made in accordance with the DDR. If there are insufficient available credit on your credit card to meet the debit payment:

- you may be charged a fee and/or interest by your financial institution.
- a fee of \$15 may 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.

2.2 The nominated 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 credit card is altered, transferred, or closed.

5. Dispute

If you believe that there has been an error in debiting your account, you should notify us directly on +61 2 63920300 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.



DIRECT DEBIT REQUEST

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:

- accountsreceivable@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.