



DIRECT DEBIT ARRANGEMENTS

Authorisation and Client Service Agreement

Please complete all sections of this form, and ensure that you have read and understood the terms and conditions contained in the Client Service Agreement on the reverse of this page.

1. PERSONAL DETAILS

Name

Phone number

I/we request that you draw by way of the direct debit system, all amounts necessary to settle my account by the due date.

My preferred collection frequency is (✓)

Weekly

Fortnightly

Monthly

My/our account is conducted with

(name of Financial Institution)

For payment of school fees, associated charges, or donations in the amount of

\$

2. ACCOUNT DETAILS

Account name

Day or date of regular payment

Account number

Date of first payment

BSB number

3. DECLARATION

I/we acknowledge that this direct debit arrangement is governed by the terms of the Client Service Agreement received from the Association for Christian Education Inc.

Debit User ID No 216956

PRINT NAME

SIGNATURE

DATE

PRINT NAME

SIGNATURE

DATE

4. CLIENT SERVICE AGREEMENT – PART A: OUR COMMITMENT TO YOU

4.1 Drawing arrangements

- a) We will advise you, in writing, of the details of the Rehoboth Christian College Payment Plan drawing arrangements (amount; frequency; commencement date) at least 7 calendar days prior to the first drawing.
- b) Where the due date falls on a non-business day, we will draw the amount on the next business day.
- c) We will advise you at least 10 days prior regarding any change in the amount drawn by way of direct debit instalments.
- d) We reserve the right to cancel the Rehoboth Christian College Payment Plan drawing arrangements if 3 or more drawings are returned unpaid by your nominated Financial Institution and to arrange with you an alternative payment method.
- e) If there are insufficient funds in your account to meet a payment on the due date, any charges raised by our banks as a result of the returned transaction will be debited to your account.
- f) In accordance with our Privacy Policy, all information pertaining to your nominated account at the Financial Institution will be kept private and confidential. To view our Privacy

Policy, please contact the Business Office or visit our website.

4.2 Your rights

- a) You may terminate the Rehoboth Christian College Payment Plan drawing arrangements at any time by giving written notice to us. Such notice should be received at least 10 business days prior to the due date of the next scheduled payment.
- b) You may stop payment of a drawing under the Rehoboth Christian College Payment Plan by giving written notice to us. Such notice should be received by us at least 10 business days prior to the due date of the next scheduled payment.
- c) You may request change to the drawing amount and/or frequency of the Rehoboth Christian College Payment Plan drawings by contacting us and advising us of your requirements no less than 10 business days prior to the next scheduled payment.
- d) Where you consider that a drawing has been initiated incorrectly (outside the Rehoboth Christian College Payment Plan arrangements), you may take the matter up directly with us in the first instance, or with your nominated Financial Institution.

5. CLIENT SERVICE AGREEMENT – PART B: YOUR COMMITMENT TO US

5.1 Your responsibilities

- a) It is your responsibility to ensure that sufficient funds are available in the nominated account to meet a drawing on its due date.
- b) 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.

- c) It is your responsibility to advise us if the account nominated by you to receive the Rehoboth Christian College Payment Plan drawings is transferred or closed.
- d) It is your responsibility to arrange with us a suitable alternative payment method if you wish to cancel the Rehoboth Christian College Payment Plan drawings.