Direct Debit Request - **Bank Account**
2027

This direct debit request is to be used for regular charges to a bank account. This is to be returned to fees@smc.tas.edu.au no later than **Friday 12th February 2027.**

Request and Authority to Debit

Surname (or Company Name)	
Given Name (or ABN/ACN)	

Request and authorise St Mary's College (APCA User ID 404807, ABN 70 118 296 643) to arrange for funds to be debited from the account prescribed below through the Bulk Electronic Clearing System (BECS). This authorisation is to remain in force in accordance with the terms described in the Service Agreement (and any further instructions provided by you).

Financial Institution

Financial Institution	
Town	

Account to be Debited

Account Name			
BSB		Account Number	

Payment Details

I/We request that you debit my/our account in accordance with our Agreement and the below conditions.

1. Frequency of debit (please circle): Weekly/Fortnightly/Monthly
2. First Payment Date
3. Final Payment Date
4. Payment Value
5. Family Code:

I/We authorise St Mary's College to debit my/our account for the payment of sundry items when charged

Yes ☐ No ☐

I/We authorise St Mary's College to debit my/our account for the purpose of an optional building fund donation

Yes (monthly) ☐ Yes (once-off) ☐ No ☐ Payment value

Authorisation and Acknowledgement by Signatories of Account to be Debited

By signing this Direct Debit Request, you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and St Mary's College as set out in this Request and in your Direct Debit Service Agreement.

Signature		Signature	
Name		Name	
Date		Date	

Office Use Only

Received by		Family Key	
Date			

Direct Debit Service Agreement

This is your Direct Debit Service Agreement with St Mary's College, APCA User ID 404807, ABN 70 118 296 643. 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 and should be read in conjunction with your Direct Debit authorisation.

Definitions

Account means the account held at your ***financial institution*** from which we are authorised to arrange for funds to be debited.

Agreement means this Direct Debit Service Agreement between you and us.

Business day means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.

Debit day means the day that payment by you to us is due.

Debit payment means a particular transaction where a debit is made.

Direct debit request means the Direct Debit Request between ***us*** and ***you***.

Us or ***we*** means St Mary's College, (the Debit User) ***you*** have authorised by signing a ***direct debit request***.

You means the customer who signed the direct debit request.

Your financial institution is the financial institution where you hold the account that you have authorised us to arrange to debit.

Debiting Your Account

- By signing a *direct debit request*, *you* have authorised *us* to arrange for funds to be debited from your *account*.
- You should refer to the *direct debit request* and this agreement for the terms of the arrangement between *you* and *us*.
- *We* will only arrange for funds to be debited from your *account* as authorised in the *direct debit request*.
- If the *debit day* falls on a day that is not a *business day*, *we* may direct your *financial institution* to debit your *account* on the preceding *business day*.

Changes By Us

We may vary any details of this *agreement* or *direct debit request* at any time by giving *you* at least *fourteen (14) days* written notice.

Changes By You

If *you* wish to change, stop or defer a *debit payment*, or terminate (cancel) this agreement, *you* must notify *us* in writing at least *five (5) days* before the next *debit day*.

Your Obligations

- It is *your* responsibility to ensure that there are sufficient clear funds available in *your account* to allow a *debit payment* to be made in accordance with the *direct debit request*.
- If there are insufficient clear funds in *your account* to meet a *debit payment*:
  - *You* may be charged a fee and/or interest by *your financial institution*
  - *You* may also incur fees or charges imposed or incurred 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*.

Or

  - *Your* payment schedule may be extended to allow us to process the missed *debit payment* at a later date.

- *You* should check *your account statement* to verify that the amounts debited from *your account* are correct.

Disputes

- If *you* believe that there has been an error in debiting *your account*, *you* should notify us directly at fees@smc.tas.edu.au as soon as possible.
- If *we* conclude as a result of our investigations that *your account* has been incorrectly debited *we* will respond to your query by arranging for *your financial institution* to adjust *your account* (including interest and charges) accordingly. *We* will also notify *you* in writing of the amount by which your account has been adjusted.
- If *we* conclude as a result of our investigations that *your account* has not been incorrectly debited *we* will respond to your query by providing *you* with reasons and any evidence for this finding.
- Any queries *you* may have about an error made in debiting *your account* should be directed to *us* in the first instance so that *we* can attempt to resolve the matter between *you* and *us*. If *we* cannot resolve the matter, *you* may refer it to *your financial institution.*

Accounts

You should check:

- With *your financial institution* whether direct debiting is available from *your account*, as direct debiting is not available on all accounts offered by financial institutions.
- *Your account details* which you have provided to us are correct by checking them against a recent *account* statement.
- With *your financial institution* before completing the *direct debit request* if you have any queries about how to complete the *direct debit request.*

Confidentiality

- We will keep any information (including *your account details*) 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).

Notice

- If *you* wish to notify *us* in writing about anything relating to this agreement, *you* should write to fees@smc.tas.edu.au
- *We* may send notices either electronically to your email address, or by ordinary post to the address *you* have given *us*.
- If sent by mail, communications are taken to be received on the day they would be received in the ordinary course of post.