



## PARENT INFORMATION

Account number \_\_\_\_\_  
Surname: \_\_\_\_\_ Given name(s): \_\_\_\_\_  
Address: \_\_\_\_\_ Post code: \_\_\_\_\_  
Contact phone number: \_\_\_\_\_

## PAYMENT DETAILS

We will debit or charge your nominated account on the 15th day of each month for:

1. Monthly instalments of tuition fees, Outdoor Learning Program, Year Level, ICT Charges. The fees will be charged in ten equal instalments from February – November inclusive (as per the All Saints' College Fee Policy).
2. Disbursements/incidentals (including instrumental tuition fees) appearing on your School Fee Statement for the relevant month.

### Payment Option 1: Direct debit from bank account

Financial institution name: \_\_\_\_\_  
Branch address: \_\_\_\_\_  
Name on account: \_\_\_\_\_  
BSB number: \_\_\_\_\_ Account number: \_\_\_\_\_

### Payment Option 2: Direct debit from credit card

Credit card type:  Visa  MasterCard  American Express  
Cardholder name: \_\_\_\_\_ Expiry: \_\_\_\_\_  
Credit card number: \_\_\_\_\_

Mastercard/Visa credit cards attract a 0.778% surcharge and Amex 0.95% surcharge.

When your credit card expires please ensure you contact the Accounts Office on (08) 9313 9333 to advise your new expiry date.

## Payment Details

I/we request and authorise All Saints' College, until further notice in writing, to arrange for funds to be debited from my/our account at the financial institution identified and as prescribed above.

By signing this Direct Debit Authority, I/we acknowledge having read and understood the terms and conditions governing the debit arrangements between me/us and All Saints' College as set out in this Authority and in the Direct Debit Service Agreement overleaf.

Signature 1: \_\_\_\_\_

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

Signature 2 (if applicable): \_\_\_\_\_

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

Please return completed form to:

By mail PO Box 165 Willetton Western Australia 6955 | By email to [accounts@allsaints.wa.edu.au](mailto:accounts@allsaints.wa.edu.au)  
before Wednesday, 16 January 2019.

## Direct Debit Service Agreement

Please direct any queries concerning this agreement or any drawing made under it to:

Accounts Admin Officer

All Saints' College

PO Box 165

Willetton Western Australia 6955

Phone: (08) 9313 9333

Email: [accounts@allsaints.wa.edu.au](mailto:accounts@allsaints.wa.edu.au)

### 1. Direct debit arrangements

Your signature on the Direct Debit Authority form allows us to debit your nominated account for the amount owing. If a direct debit falls on a day which is not a business day, the drawing will be made on the next business day.

We will keep your direct debit records and account details confidential, except where the disclosure of certain information to your financial institution is necessary to enable us to act in accordance with your drawing arrangements. We may disclose the information in the event of a claim or relating to an alleged incorrect or wrongful debit, or otherwise as required by law.

If you dispute a payment we will endeavour to respond to your dispute within 5 business days of receipt.

### 2. Your rights

You can cancel, alter or suspend your drawing arrangements at any time in writing to All Saints' College Accounts Department at least **seven business days** before the cancellation, alteration or suspension is to take effect. You can also stop or defer an individual drawing by writing to us at least seven business days before the date that drawing is to be made. Any amendments should be made in writing to the Accounts Admin Officer (details above).

### 3. Your responsibilities

It is your responsibility to:

- Ensure you check and communicate any discrepancies to the Accounts Department.
- Ensure that your designated account can accept direct debits. Direct debiting may not be available on all accounts, so please check with your financial institution.
- Check that you have filled in your correct account details on the Direct Debit Authority.
- Ensure that there are sufficient cleared funds in your nominated account by the due date to enable drawings to be made in accordance with your drawing arrangements. If there is insufficient funds, you may incur fees and charges.
- Advise us in writing if your nominated account is transferred, closed or any other account details change.
- Arrange a timely and suitable alternative payment method if your drawing arrangements are cancelled.

### 4. School's rights to terminate direct debit arrangement

The school reserves the right to terminate the Direct Debit Arrangement where your financial institution dishonours/declines payment.