



ST ANDREW'S
CATHEDRAL
SCHOOL
FOUNDED 1885

Direct Debit Request School Fees Payment

St Andrew's Cathedral School
ABN 34 429 367 893

Request and Authority to debit the Account named below to pay ST ANDREW'S CATHEDRAL SCHOOL

| | |
|--|--|
| Request and Authority to debit | Family name _____ Given names _____ ("you") request and authorise <i>St Andrew's Cathedral School</i> to arrange, through its own financial institution for any amount may debit or charge you to be debited through the Bulk Electronic Clearing System from an account held at the financial institution identified below and paid to the debit user, subject to the terms and conditions of the Direct Debit Request Service Agreement and any further instructions provided below. |
| Insert the Name and Address of financial institution at which Account is held | Financial institution name _____ Address _____ _____ |
| Insert details of Account to be debited | Name of account _____ BSB number - Account number OR Credit Card Type (please indicate) <input type="checkbox"/> Amex <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard Credit Card number _____ / _____ / _____ Expiry Date ____ / ____ Name on Card _____ |
| Acknowledgment | By signing this Direct Debit Request you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and <i>St Andrew's Cathedral School</i> as set out in this Request and in your Direct Debit Request Service Agreement. |
| Payment Details | Please debit my account (tick whichever applies): <input type="checkbox"/> weekly <input type="checkbox"/> fortnightly <input type="checkbox"/> monthly Please include my voluntary building fund donation of \$_____ per annum. (<i>The school suggests \$700</i>). |
| Insert your Signature and Address | Signature _____ Address _____ _____ Date ____/____/____ |
| Please return this form in the enclosed Replied Paid Envelope to: ST ANDREW'S CATHEDRAL SCHOOL SYDNEY SQUARE, SYDNEY NSW 2000 | |



ST ANDREW'S
CATHEDRAL
SCHOOL
FOUNDED 1885

Direct Debit Request Service Agreement

St Andrew's
Cathedral School
ABN 34 429 367 893

The following is your Direct Debit Service Agreement with St Andrew's Cathedral School. The agreement is designed to explain 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.

We recommend you keep this agreement in a safe place 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 form.

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 Request Service Agreement between *you* and *us*.

banking 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 Andrew's Cathedral School*, 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.

1. Debiting your account

1.1 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 *us* and *you*.

1.2 We will only arrange for funds to be debited from *your account* as authorised in the *direct debit request*.

1.3 If the *debit day* falls on a day that is not a *banking day*, we may direct *your financial institution* to debit *your account* on the following *banking day*.
If *you* are unsure about which day *your account* has or will be debited *you* should ask *your financial institution*.

2. Changes by us

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

3. Changes by you

3.1 *You* may change, stop or defer a debit payment, or terminate this agreement by providing us with at least fourteen (14 days) notification by writing to St Andrew's Cathedral School by emailing us on accounts@sacs.nsw.edu.au.

or

by telephoning us on 02 9286 9500 during business hours.

| | |
|-----------------------------------|---|
| <p>4. Your obligations</p> | <p>4.1 It is <i>your</i> responsibility to ensure that there are sufficient clear funds available in <i>your</i> account to allow a <i>debit payment</i> to be made in accordance with the <i>direct debit request</i>.</p> <p>4.2 If there are insufficient clear funds in <i>your account</i> to meet a <i>debit payment</i>:</p> <p>(a) <i>you</i> may be charged a fee and/or interest by <i>your financial institution</i>;</p> <p>(b) <i>you</i> may also incur fees or charges imposed or incurred by <i>us</i>; and</p> <p>(c) <i>you</i> must arrange for the <i>debit payment</i> to be made by another method or arrange for sufficient clear funds to be in <i>your account</i> by an agreed time so that <i>we</i> can process the <i>debit payment</i>.</p> <p>4.3 <i>You</i> should check <i>your account</i> statement to verify that the amounts debited from <i>your account</i> are correct</p> <p>4.4 If <i>St Andrew's Cathedral School</i> is liable to pay goods and services tax ("GST") on a supply made in connection with this <i>agreement</i>, then <i>you</i> agree to pay <i>St Andrew's Cathedral School</i> on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.</p> |
| <p>5 Dispute</p> | <p>5.1 If <i>you</i> believe that there has been an error in debiting <i>your account</i>, <i>you</i> should notify <i>us</i> directly on 02 9286 9500 or SYDNEY SQUARE, SYDNEY NSW 2000 or accounts@sacs.nsw.edu.au and confirm that notice in writing with <i>us</i> as soon as possible so that <i>we</i> can resolve <i>your</i> query more quickly.</p> <p>5.2 If <i>we</i> conclude as a result of our investigations that <i>your</i> account has been incorrectly debited <i>we</i> will respond to <i>your</i> query by arranging for <i>your financial institution</i> to adjust <i>your</i> account (including interest and charges) accordingly. <i>We</i> will also notify <i>you</i> in writing of the amount by which <i>your account</i> has been adjusted.</p> <p>5.3 If <i>we</i> conclude as a result of our investigations that <i>your account</i> has not been incorrectly debited <i>we</i> will respond to <i>your</i> query by providing <i>you</i> with reasons and any evidence for this finding.</p> |
| <p>6. Accounts</p> | <p><i>You</i> should check:</p> <p>(a) with <i>your financial institution</i> whether direct debiting is available from <i>your account</i> as direct debiting is not available on all accounts offered by financial institutions.</p> <p>(b) <i>your</i> account details which <i>you</i> have provided to <i>us</i> are correct by checking them against a recent <i>account</i> statement; and</p> <p>(c) with <i>your financial institution</i> before completing the <i>direct debit request</i> if <i>you</i> have any queries about how to complete the <i>direct debit request</i>.</p> |
| <p>7. Confidentiality</p> | <p>7.1 <i>We</i> will keep any information (including <i>your account</i> details) in <i>your direct debit request</i> confidential. <i>We</i> will make reasonable efforts to keep any such information that <i>we</i> have about <i>you</i> secure and to ensure that any of <i>our</i> employees or agents who have access to information about <i>you</i> do not make any unauthorised use, modification, reproduction or disclosure of that information.</p> <p>7.2 <i>We</i> will only disclose information that <i>we</i> have about <i>you</i>:</p> <p>(a) to the extent specifically required by law; or</p> <p>(b) for the purposes of this <i>agreement</i> (including disclosing information in connection with any query or claim).</p> |
| <p>8. Notice</p> | <p>8.1 If <i>you</i> wish to notify <i>us</i> in writing about anything relating to this <i>agreement</i>, <i>you</i> should write to The Head of Finance - SYDNEY SQUARE, SYDNEY NSW 2000</p> <p>8.2 <i>We</i> will notify <i>you</i> by sending a notice in the ordinary post to the address <i>you</i> have given <i>us</i> in the <i>direct debit request</i>.</p> <p>8.3 Any notice will be deemed to have been received on the third <i>banking</i> day after posting.</p> |