



Trinity Grammar School
ABN 79 245 605 610

Direct Debit Request

Request and Authority to debit	<p>Your Surname or company name: _____</p> <p>Your Given names or ABN/ARBN _____ <i>"you"</i></p> <p>request and authorise TRINITY GRAMMAR SCHOOL DEBIT USER IDENTIFICATION NUMBER 245333 to arrange a debit to your nominated account to pay for School fees.</p> <p>This debit or charge will be arranged by TRINITY GRAMMAR SCHOOL's financial institution and made through the Bulk Electronic Clearing System Framework (BECS) from <i>your</i> nominated account and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.</p>
Amount of debit	<p>Any amount TRINITY GRAMMAR SCHOOL has deemed payable by <i>you</i></p> <p>OR</p> <p>\$ _____ weekly, monthly, termly (please circle) continuing until ___/___/___</p> <p>The first debit may be made on ___/___/___</p>
Your account to be debited	<p>Name/s on account: _____</p> <p>Financial institution name: _____</p> <p>BSB number (Must be 6 Digits) [][][][][][] - [][][][][][]</p> <p>Account number []</p> <p>OR</p> <p>Credit Card Type (please indicate) <input type="checkbox"/> Amex <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard</p> <p>Credit Card number _____ / _____ / _____ / _____</p> <p>Expiry Date _____ / _____</p> <p>Name on Card _____</p>
Your contact details	<p>Address: _____</p> <p>Email _____</p> <p>Phone: _____</p> <p>The address / email [please choose one] above is the best way for us to write to you</p>
Confirmation	<p>By signing and/or providing us with a valid instruction in respect to your Direct Debit Request you confirm that:</p> <ul style="list-style-type: none"> • you are authorised to operate the nominated account; and • you have understood and agreed to the terms and conditions set out in this Request and in your Direct Debit Request Service Agreement.

<p>Your Signature</p>	<p>Signed in accordance with the account authority on your account: Signature _____</p> <p>Contact details: As above Date ___ / ___ / ___</p>
<p>Second account signatory (if required)</p>	<p>Signed in accordance with the account authority on your account: Signature _____</p> <p>Name: _____</p> <p>Address: _____</p> <p>Email: _____</p> <p>Phone: _____</p> <p>Date: ___ / ___ / ___</p>
<p>Signing for a company</p>	<p>You must be authorised to sign on behalf of the company AND you must have authority to operate the Company's bank account.</p> <p>Signature of duly authorised officer: _____</p> <p>Position held: _____</p> <p>Name: _____</p> <p>Address: _____</p> <p>Email: _____</p> <p>(Notices will be sent to this email address)</p> <p>Phone: _____</p> <p>Date: ___ / ___ / ___</p> <p>Second company signatory (if required)</p> <p>Signature of duly authorised officer: _____</p> <p>Position held: _____</p> <p>Name: _____</p> <p>Address: _____</p> <p>Email: _____</p> <p>Date: ___ / ___ / ___</p>

Please return completed form to:
The Bursar
Trinity Grammar School
PO Box 174
SUMMER HILL NSW 2130

OR
FAX: (02) 9799 9449



Trinity Grammar School
ABN 79 245 605 610

Direct Debit Request Service Agreement

This is your Direct Debit Service Agreement with TRINITY GRAMMAR SCHOOL, DEBIT USER IDENTIFICATION NUMBER 245333, ABN 79 245 605 610 (the Debit User). 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.

Definitions	<p>account means the account held at <i>your financial institution</i> from which we are authorised to arrange for funds to be debited.</p> <p>agreement means this Direct Debit Request Service Agreement between <i>you</i> and <i>us</i>.</p> <p>banking day means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.</p> <p>debit day means the day that payment by <i>you</i> to <i>us</i> is due.</p> <p>debit payment means a particular transaction where a debit is made.</p> <p>Direct Debit Request means the written, verbal or online request between <i>us</i> and <i>you</i> to debit funds from your account.</p> <p>us or we means TRINITY GRAMMAR SCHOOL (the Debit User) <i>you</i> have authorised by requesting a <i>Direct Debit Request</i>.</p> <p>you means the customer who has authorised the <i>Direct Debit Request</i>.</p> <p>your financial institution means the financial institution at which you hold the <i>account</i> is maintained you have authorised us to debit.</p>
1. Debiting your account	<p>1.1 By submitting a <i>Direct Debit Request</i>, <i>you</i> have authorised <i>us</i> to arrange for funds to be debited from <i>your account</i>. The <i>Direct Debit Request</i> and this <i>agreement</i> set out the terms of the arrangement between <i>us</i> and <i>you</i>.</p> <p>1.2 <i>We</i> will only arrange for funds to be debited from <i>your account</i> as authorised in the <i>Direct Debit Request</i>.</p> <p>or</p> <p><i>We</i> will only arrange for funds to be debited from <i>your account</i> if <i>we</i> have sent to the email / address nominated by <i>you</i> in the <i>Direct Debit Request</i>, a billing advice which specifies the amount payable by <i>you</i> to <i>us</i> and when it is due.</p> <p>1.3 If the <i>debit day</i> falls on a day that is not a <i>banking day</i>, <i>we</i> may direct <i>your financial institution</i> to debit <i>your account</i> on the following <i>banking day</i>. If <i>you</i> are unsure about which day <i>your account</i> has or will be debited <i>you</i> should ask <i>your financial institution</i>.</p>
2. Amendments by us	<p>2.1 <i>We</i> may vary any details of this <i>agreement</i> or a <i>Direct Debit Request</i> at any time by giving <i>you</i> at least fourteen (14) days written notice sent to the preferred email / address you have given us in the <i>Direct Debit Request</i>.</p>

<p>3. How to cancel or change direct debits</p>	<p><i>You can:</i> (a) cancel or suspend the Direct Debit Request; or (b) change, stop or defer an individual debit payment at any time by giving at least seven (7) days notice.</p> <p>To do so, contact us at ar@trinity.nsw.edu.au. or by telephoning us on (02) 9581 6015 during business hours.</p> <p>You can also contact your own financial institution, which must act promptly on your instructions.</p>
<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> <ul style="list-style-type: none"> (a) <i>you</i> may be charged a fee and/or interest by <i>your financial institution</i>; (b) <i>we</i> may charge you reasonable costs incurred by us on account of there being insufficient funds; and (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>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>5 Dispute</p>	<p>5.1 If you believe that there has been an error in debiting <i>your account</i>, <i>you</i> should notify us directly on ar@trinity.nsw.edu.au or (02) 9581 6015 Alternatively you can contact your financial institution for assistance.</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 within a reasonable period for <i>your financial institution</i> to adjust <i>your</i> account (including interest and charges) accordingly. <i>We</i> will also notify you 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 in writing.</p>
<p>6. Accounts</p>	<p><i>You</i> should check:</p> <ul style="list-style-type: none"> (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. (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>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 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.</i></p> <p>7.2 <i>We will only disclose information that we have about you:</i></p> <ul style="list-style-type: none"> (a) <i>to the extent specifically required by law; or</i> (b) <i>for the purposes of this agreement (including disclosing information in connection with any query or claim).</i>
<p>8. Contacting each other</p>	<p>8.1 <i>If you wish to notify us in writing about anything relating to this agreement, you should write to</i> Trinity Grammar School, PO Box 174 Summer Hill NSW 2130</p> <p>8.2 <i>We will notify you by sending a notice to the preferred address or email you have given us in the Direct Debit Request. Any notice will be deemed to have been received on the second banking day after sending.</i></p>