



St Peter's College
ADELAIDE, AUSTRALIA

Direct Debit Request (DDR) Credit Card Request (CCR)

Name of student _____ Year level in 2018 _____

Parent and Guardian authority

Names _____

I/We authorise and request **St Peter's College** to arrange for funds to be debited from my/our account at the financial institution identified below and as prescribed below through the bulk electronic clearing system or to debit my/our account by any other means.

This authorisation is to remain in force in accordance with the terms described in the direct debit service agreement attached.

Residential address _____

Postcode _____

Details of the bank account to be debited

Name of financial institution _____

Address of financial institution _____

Postcode _____

Account name _____ BSB number _____

Account number _____ ABN/ARBN (if applicable) _____ Branch _____

or details of the credit card to be debited

MasterCard Visa Amex

My card number is | | | | | | | | | | | | | | | | | | | | | |

Name _____ Expiry date ____ / ____ / ____

I acknowledge that a surcharge of 1% for Visa, MasterCard and American Express will be added to the statement amount being paid.

Declaration (if in joint names both signatures are be required)

I/We also authorise:

1. The debit user to verify the details of the abovementioned account with my/our financial institution;
2. The financial institution to release information allowing the debit user to verify the abovementioned account details.

Signature of cardholder

Signature of cardholder

Date ____ / ____ / ____

Date ____ / ____ / ____



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Please ensure that you have read the following before you fill in the form overleaf.

Please retain this page for your records.

- We may vary this agreement at any time by giving you at least 14 days' notice.
- By signing this DDR or CCR you request and authorise us to arrange for funds to be debited from your account or to your credit card as provided in this service agreement. The amounts drawn will be in accordance with your statement or any greater amount which you, or either of you, instruct us to draw.

We will arrange for funds to be debited from your account or to your credit card:

- a) as requested and authorised in this form; or
- b) according to any notice sent to you specifying the amount payable and the date the payment is due; or
- c) in accordance with this service agreement.

The payment will be deducted from your nominated account on the payment due date. If the due date for payment falls on a non-working day or a national public holiday, the payment will be processed on the next working day.

It is your responsibility to ensure that you have sufficient funds in the nominated account when payments are to be drawn. If you do not have sufficient funds, then:

- a) the payment will be regarded as not having been made;
- b) an administration fee may be charged to your account.

You should be aware that:

- a) Direct debiting through bulk electronic clearing system is not available on all accounts;
- b) Account details should be checked against a recent statement from your financial institution. If you are in any doubt, you should check with your financial institution before completing the direct debit request; and
- c) It is your responsibility to advise us if your nominated account is altered, transferred or closed.

If you believe there has been an error in debiting your account you should contact us on +61 8 8404 0505 as soon as possible so that we can resolve your query quickly.

Your records and account details will be kept private and confidential and will only be disclosed at your request or at the request of the financial institution in connection with a claim made to an alleged incorrect or wrongful debit, or otherwise as required by law.

For all matters relating to the direct debit/credit card arrangement on your account, including requests for deferment of debits, alteration of debit arrangements, or stopping or cancelling your direct debit/credit card request, please call +61 8 8404 0505.