



# DIRECT DEBIT REQUEST

**Loyola College**

325 Grimshaw Street,  
Watsonia, VIC 3087  
ABN: 88 614 307 746  
Phone: 03 9434 4466

FAMILY NAME: \_\_\_\_\_ DEBTOR ID: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT TELEPHONE NUMBER: \_\_\_\_\_

This authorisation is to remain in force in accordance with the terms described in the Direct Debit Service Agreement.

## Direct Debit / Credit Card Request

I/We request and authorise Loyola College to arrange automatic payment of my/our account by debiting the savings/cheque/credit card account as specified below:

Amount to be debited

Frequency of debit

Commencement date

**Payment Term Options** (Please select your preference for your weekly, fortnightly, monthly, quarterly, semester or annual arrangement. All Payment Options can be changed or cancelled at any time by contacting the College Finance Department.)

**12 MONTH** – These arrangements run continuously across the year, clearing the current year account by the 3<sup>rd</sup> Friday in November each year.

**10 MONTH** – These arrangements will run annually between the first week in February and the 3<sup>rd</sup> Friday in November of each year.

**Account Details** (Please select **ONE** automatic payment option below and sign.)

**1 Credit Card** (by completing and signing below you also acknowledge that you have read and accept the terms of the Direct Debit Service Agreement)

Visa  Mastercard

Name as it appears on the card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Credit Card Expiry Date: \_\_\_\_ / \_\_\_\_ (MM/YY)

Cardholder's Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (DD/MM/YYYY)

**2 Bank / Credit Union Account Details** (by completing and signing below you also acknowledge that you have read and accept the terms of the Direct Debit Service Agreement)

I/We authorise Loyola College, Direct Debit User ID 025866, to arrange for funds to be debited from my/our account at the Financial Institution identified below through the Bulk Electronic Clearing System (BECS). This authorisation is to remain in force in accordance with the terms and conditions described in the Direct Debit Service Agreement.

Name of Financial Institution: \_\_\_\_\_

Bank Account Holder's Name: \_\_\_\_\_

BSB Number: \_\_\_\_ / \_\_\_\_

Bank Account Number: \_\_\_\_\_

Account Holder's Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (DD/MM/YYYY)

# Direct Debit Service Agreement



Please ensure that you have read the following before sending in the Direct Debit Request.

- By signing a Direct Debit Request, the account holder (henceforth referred to as 'you' and 'your') has authorised us to arrange for funds to be debited from your nominated account or credit card.
- Loyola College (henceforth referred to as 'we' and 'us') will only arrange for funds to be debited from your account or credit card:
  - as requested and authorised on the Direct Debit Request.
  - according to any agreed variation to the Direct Debit Request thereafter or any greater amount which you instruct us to debit.
- Funds will be deducted from your nominated account or credit card on the agreed date(s) as per your signed Fee-Paying Arrangement form. If the date of a debit falls on a non-working day or public holiday, the funds may be debited the following business day.
- Where the amount due under the fee-paying arrangement decreases, we may, at our discretion, decrease the amount drawn from your account/credit card or, unless you instruct us to decrease it, continue to draw the higher amount.
- 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.
- You agree that any additional charges applied against your Loyola College fee account but remain unpaid fourteen (14) days after the due date of the reminder statement issued may be added to the balance of your Fee-Paying Arrangement without written notification. This may extend the final payment date of your Direct Debit Request accordingly and may be cause for the account to incur Administration Fees.
- If you wish to stop or defer a direct debit payment, or you wish to cancel our authority to direct debit your account or credit card, you must notify us by email or by post so that we receive your notice at least three (3) business days before your next direct debit payment is due.
- It is your responsibility to advise us if your nominated account is altered, transferred or closed.
- You must ensure that there are sufficient funds available in your account to allow a debit payment to be made or that the credit limit of your credit card facility is not exceeded. If there are insufficient funds in your account to meet a debit payment or the credit card cannot be debited:
  - You may be charged a fee and/or interest by your financial institution and
  - You may also incur a College Administration Fee (\$30 per student per term).
- The College will not accept any bank charges levied by your financial institution for rejected transactions related to your account or credit card. If a direct debit item is returned from your financial institution due to insufficient funds, the amount (or a lesser amount) may be added to a subsequent payment or the final payment date of your Direct Debit Request extended until all arrears are cleared.
- Administration Fees may be incurred as per the Loyola College Fee Policy (\$30 per student per term) until all arrears are cleared. Any Administration Fees incurred will be added to the balance of your Direct Debit Request and extend the final payment date accordingly.
- The bank fee of \$2.50 per transaction for dishonoured payments incurred by us will be passed on to you via your Loyola College Fee Account and added to the balance of your Direct Debit Request. This may extend the final payment date accordingly.
- You should check with your financial institution:
  - Whether direct debiting is available for your account, as it is not available on all accounts offered by financial institutions.
  - If additional fees and charges may be incurred by you as a result of this Agreement.
  - That the account details you have provided us are correct. Your account details may be confirmed by checking them against recent account statements, a cheque or personalised deposit slip or with your financial institution.
- 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.
- We will make reasonable efforts to keep any records and account details that we have about you secure and to ensure that any of our employees or agents who have access to information do not make any unauthorised use, modification, reproduction, or disclosure of that information.
- For all matters relating to the Direct Debit arrangement against your account or credit card, including requests for deferment of debits, alteration of debit arrangements, cancelling your Direct Debit Request or if you believe there has been an error in debiting your account or credit card, please contact the College Finance Department on 9433 0292.