



Direct Debit (DDR) Amendment

(St Monica's Primary, Evatt)

Cancel, alter or suspend an EXISTING Direct Debit Request.

(If bank account details are being changed a *cancellation of the existing request*, together with a *new Direct Debit Request* is required.)

APCA User ID Number

402737

Student Name

Parent/Guardian Name

I/we have previously authorised St Monica's Primary School to arrange for funds to be debited from my/our account held at the financial institution specified.

Details of the Account to be debited

All details must be supplied

Name of the Financial Institution

Branch name

Account name (please insert your name in full)

BSB Number

Account Number

After the debit on (Date)

Note: This payment will be made

CANCEL / ALTER / SUSPEND (Please circle)

Amount

\$ <input type="text"/>	Recommence	Week	<input type="text"/>	Month	<input type="text"/>
	<input type="text"/>	Fortnight	<input type="text"/>		

(Date)

Customer Authorisation

If in joint names both signature may be required

By signing below, I/We acknowledge having read and accepted the terms and conditions on the *Service Agreement* at rear.

Signature

Signature

Date

Date

OFFICE USE ONLY:

Family ID

CDF Authority No.

Direct Debit Request Service Agreement (DDRSA)

1. By signing the DDR, you authorise St Monica's Primary School to arrange for funds to be debited from your Account in accordance with the Agreement.
2. St Monica's Primary School will advise you 14 days in advance of any changes to the DDR.
3. For all matters relating to the DDR, including cancellation, alteration or suspension of drawing arrangements or to stop or defer a payment, or to investigate or dispute a previous payment, you should:
 - a. Contact St Monica's Primary School's administration
 - b. Allow 14 days for the amendments to take effect or to respond to a dispute.
4. If St Monica's Primary School's investigations show that your Account has been incorrectly debited, it will arrange for the Financial Institution to St Monica's Primary School will also notify you in writing of the amount by which your Account has been adjusted. If St Monica's Primary School's investigations show that your Account has been correctly debited, we will respond to your query by providing you with reasons and copies of any evidence for this finding.

If St Monica's Primary School cannot resolve the matter, you can still refer it to your Financial Institution, which will obtain details from you of the disputed payment and may lodge a claim on your behalf.

5. You should be aware that:
 - a. Direct debiting through the Bulk Electronic Clearing System (BECS) is not available on all accounts: and
 - b. You should check your Account details (including the Bank State Branch (BSB) number) directly against a recent statement from your Financial Institution.

If you are in any doubt, please check with your Financial Institution before completing the drawing authority.

6. It is your responsibility to ensure that:
 - a. Sufficient cleared funds are in the Account when the payments are drawn.

- b. The authorisation to debit the Account is in the same name as the Account signing instruction held by the Financial Institution where the Account is held.
 - c. Suitable arrangements are made if the direct debit is cancelled, by you, the Financial Institution or for any other reason.
7. If the due date for payment falls on a day other than a Banking Business Day, the payment will be processed on the next Banking Business Day. If you are uncertain when the payment will be debited from your Account, please check with you Financial Institution.
8. For returned unpaid transactions, the following procedures or polices will apply:
 - a. St Monica's Primary School will treat the payment as if it was never made.
 - b. Services may be suspended until the outstanding charges are paid.
 - c. A fee may be applied for drawings that are returned unpaid. St Monica's Primary School reserves the right to cancel the DDR at any time if drawings are returned unpaid by your Financial Institution.
9. All Customer records and Account details will be kept private and confidential to be disclosed only at your request or at the request of the Financial Institution in connection with a claim made to correct/investigate an alleged incorrect or wrongful debit or otherwise as required by law.

Definitions

Account – the account nominated in the DDR held at your Financial Institution from which St Monica's Primary School is authorised to arrange for funds to be debited.

Agreement – means the Terms and Conditions as amended from time to time.

Direct Debit Request – means the Direct Debit request (DDR) between St Monica's Primary School and you as amended from time to time.

Financial Institution – is the financial institution where you hold the account nominated in your DDR as the account from which St Monica's Primary School are authorised to arrange for funds to be debited.