St. Columban's College

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DIRECT DEBIT REQUEST (DDR)

☐ NEW REQUEST ☐ ALTERATION ☐ CANCELLATION

Date *(dd/mm/yy)*: / / 20

DETAILS OF ACCOUNT AUTHORITY

I/We *(Name of Customer(s) giving the DDR)*:

Authorise You *(Name of Debit User)*: **ARCHDIOCESAN DEVELOPMENT FUND**

APCA User ID Number: **062782**

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 (BECS). This authorisation is to remain in force in accordance with the terms described in the Fees – Direct Debit Request – Service Agreement (see below).

DETAILS OF ACCOUNT TO BE DEBITED (All details *must* be supplied)

Name of Financial Institution:

Branch Location:

ACCOUNT DETAILS

BSB #:

Account #:

Initials and Family Name:

PAYMENT DETAILS

I/We request that you debit my/our account in accordance with our Agreement and subject to one or more of the following conditions:

Amount of: $:

Start Payment Date *(dd/mm/yy)*: / / 20

Number of Instalments:

Final Payment Date *(dd/mm/yy)*: / / 20

Payment Frequency *(please tick)*: ☐ Weekly ☐ Fortnightly ☐ Monthly ☐ Quarterly ☐ Once Only

Signature of Customer:

Signature of Customer:

Credit ADF A/C: **51131 S16 B C**

Office Use Only School Reference Code:

FEES – DIRECT DEBIT REQUEST SERVICE AGREEMENT

- The Archdiocesan Development Fund (ADF), on behalf of your School, undertakes to debit your account on the nominated day each period as per the information you provide. Please note the ADF will not issue billing advices to you. Confirmation that the debit has occurred will be evidenced by the debit entry to your nominated bank or financial institution account.
- The ADF will provide you, through the school, with 14 days notice if we change any of the terms of the Service Agreement.
- You should contact School Administration should you wish to:
  1. Alter the amount or defer any arrangements;
  2. Stop any debit item or Cancel this Direct Debit Request; or
  3. Query or dispute any Debit item.
- The School will in turn contact the ADF and provide your ***written instructions*** in relation to "1" and "2" above. In respect of "3", School will provide details to the ADF who will investigate your claim and then liaise directly with you to achieve a resolution satisfactory to both the ADF and you.
- Direct Debiting ***is not*** available on all bank accounts. You will need to check with your Bank or Financial Institution if you are uncertain whether your account is suitable for direct debiting. ***Credit Cards and some passbook accounts are not suitable for Direct Debits.***
- You should check your account details against a recent statement from your bank or financial institution to ensure their correctness. If uncertain, check with your Bank or Financial Institution before completing the Direct Debit Request.
- It is your responsibility to have sufficient clear funds available in the relevant account by the due date to permit the payment of Debit items in accordance with the Direct Debit Request.
- When the due date for payment falls on a day which is not a Business Day the Debit will be processed by the ADF on the next Business Day. In the event that the due date for payment is the last day of the month and that the day is not a business day, the Debit will be processed by the ADF on the last business day of the month. If you are uncertain when the Debit will be processed to your account, please enquire directly with your Bank or Financial Institution.
- If Debit items are rejected by your Bank or Financial Institution, the ADF will debit your account with the amount of the returned debit plus any processing charges incurred by the ADF. The School will be advised of the rejected item and will instigate contact directly with you. Any charges incurred by you at your Bank or Financial Institution are outside the control of the ADF.
- Details of Customer records and account details will be kept in confidence and accessed only by ADF staff for the purpose of processing the Direct Debit Request. Please note the Commonwealth Bank may require such information to be provided to them in connection with a claim made on the Bank relating to the alleged incorrect or wrongful debit.
- The ADF collects, holds, uses and discloses personal information about you. The ADF collects personal information directly from you for the purposes of providing services and products, including processing of payments and transactions and managing accounts. If the personal information you provide is incomplete or inaccurate, we may not be able to provide you with the services or products you seek.

  The ADF may disclose personal information about you to parishes, schools and agencies within the Archdiocese, and external third parties, including service providers and other financial institutions that assist the ADF in providing services and products. The ADF does not disclose personal information overseas, but the ADF may engage with third parties who use service providers with overseas infrastructure.

  Our Privacy Policy (available on our website or on request) sets out how you can access and ask for correction of your personal information, how you can complain about privacy-related matters and how we respond to complaints. Contact details: Privacy Officer, GPO Box 282, Brisbane, Queensland, 4001. Email: privacyofficer@bne.catholic.net.au, telephone +61 7 3324 3579.