



Direct Debit Request

Request and authority to debit the account named below to pay The Lake Joondalup Baptist College Inc.

Request and authority to debit

Surname.....Given name(s).....

Student name(s).....

Request and authorise The Lake Joondalup Baptist College Inc. (LJBC) [User ID Number 053171] [Debit User] until further notice to arrange for any amount LJBC may debit or charge you to be debited through the Bulk Electronic Clearing System from an account held at the financial institution identified below, subject to the terms and conditions of the Direct Debit Request Service Agreement. I/We understand and acknowledge that:

1. The Financial Institution may, in its absolute discretion, determine the order of priority of payment by it of any monies pursuant to this Request or any authority or mandate.
2. The Financial Institution may, in its absolute discretion, at any time by notice in writing to me/us, terminate this Request as to future debits.
3. The User may, by prior arrangement and advice to me/us, vary the amount or frequency of future debits.

Frequency of debits

Please check your Fee Statement to calculate your payments. Please note that unless you specify otherwise, your payments will be adjusted in November to cover any additional charges throughout the year.

You do not need to submit a new form annually, as your regular payments will be adjusted to take into account any annual fee increases.

- 22 Fortnightly** payments commencing the first Thursday in February
- 10 Monthly** payments from February to November
- 2 Semester** payments on the first Friday of each Semester

Acknowledgement

By signing the Direct Debit Request you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and The Lake Joondalup Baptist College Inc. as set out in this Request and in the Direct Debit Request Service Agreement.

Insert your signature and address

Signature.....
(If signing for a company, sign and print full name and capacity for signing eg Director)

Address.....

Date / / Phone.....

Insert details of account to be debited

Bank Account Name.....

BSB Number

Account Number

College use only

Family ID.....Updated.....Signed.....



Direct Debit Request Service Agreement

Definitions

Account means the account held at your financial institution from which we are authorised to arrange for funds to be debited.

Agreement means this Direct Debit Request Service Agreement between you and us.

Business day means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.

Debit day means the day that payment by you to us is due.

Debit payment means a particular transaction where a debit is made.

Direct Debit Request means the written, verbal or online request between us and you to debit funds from your account.

Us or we means The Lake Joondalup Baptist College Inc; (the Debit User) you have authorised by requesting a Direct Debit Request.

You means the customer who has authorised the Direct Debit Request.

Your financial institution means the financial institution at which you hold the account you have authorised us to debit.

Debiting your account:

By submitting a Direct Debit Request you have authorised us to arrange for funds to be debited from your account. The Direct Debit Request and this agreement set out the terms of the arrangement between us and you.

We will only arrange for funds to be debited from your account as authorised in the Direct Debit Request.

If the debit day falls on a day that is not a business day, we may direct your financial institution to debit your account on the following business day.

If a debit payment is returned or dishonoured, the payment will be re-tried within 7 days. You will be advised when the payment will be re-tried and you must arrange for sufficient clear funds to be in your account so that we can process the debit payment.

Your obligations

You are responsible to check with your financial institution whether direct debiting is available from your account as direct debiting is not available on all accounts offered by financial institutions.

You are responsible to check the account details which you have provided to us are correct by checking them against a recent account statement.

By signing this Direct Debit Request, you are representing that you are duly authorised to request the debiting of payments from the account described in the Schedule

It is your responsibility to ensure that there are sufficient clear funds available in your account to allow a debit payment to be made in accordance with the Direct Debit Request. If there are insufficient clear funds in your account to meet a debit payment, the fee incurred will be passed to you.

Your rights

You may amend or cancel the Direct Debit Request or individual debit payments by giving at least seven (7) days' written notice to the Debit User at **FamilyAccounts@ljbc.wa.edu.au**

Amendments by us

We may request a variance to the details of this agreement or a Direct Debit Request to include any additional charges by giving you at least fourteen (14) days written notice.

Disputes

If you believe that there has been an error in debiting your account, you should notify us directly at **FamilyAccounts@ljbc.wa.edu.au** or by phoning **9300 7407**. Alternatively, you can contact your financial institution for assistance.

If we conclude as a result of our investigations that your account has been incorrectly debited we will respond to your query by arranging within a reasonable period for your financial institution to adjust your account (including interest and charges) accordingly. We will also notify you in writing of the amount by which your account has been adjusted.

If we conclude as a result of our investigations that your account has not been incorrectly debited we will respond to your query by providing you with reasons and any evidence for this finding in writing.

Confidentiality

Except to the extent that disclosure is necessary in order to process debit payments, investigate and resolve disputed transactions, or is otherwise required by law, the Debit User will keep details of the customer's account and debit payments confidential. Our Privacy Policy can be viewed on the College Website - https://www.ljbc.wa.edu.au/docs_2020/policies/Privacy_Policy.pdf