


DIRECT DEBIT FORM

I/We request you, **PLC Armidale and/or School EasyPay**, to arrange for funds to be debited from my/our nominated account at the financial institution shown below according to the schedule specified below.

Payment Account - Choose to pay by credit card, debit card or bank account by entering the required details.			
Credit / Debit Card*	Card Number		
	<div style="display: flex; justify-content: space-between;"> [][][][] [][][][] [][][][] [][][][] </div>		
Name on Card		Expiry Date	[][]/[][]
<i>or</i>			
Bank Account	Name of Account		
Bank Name & Branch			
BSB	[][][]-[][][]		
Bank Account Number	[][][][][][][][][][][][]		
Payment Details			
Please deduct	<input type="checkbox"/> Previous account balance <input type="checkbox"/> Tuition Fees <input type="checkbox"/> Boarding Fees <input type="checkbox"/> Nominated amount of \$ _____ <input type="checkbox"/> Donation to Building Fund of \$ _____ <input type="checkbox"/> Donation to Scholarship fund of \$ _____ <i>Donations over \$2.00 are tax deductible</i>		
Payment Frequency			
Frequency	<input type="checkbox"/> Weekly: Friday of each week <input type="checkbox"/> Fortnightly: Friday each fortnight <input type="checkbox"/> Monthly: 28 th day of each month <input type="checkbox"/> Three Instalments: First Friday of Term 1, 2 & 3		
Commencing on	[][]/[][]/[][]		
Family Name		Family Number	F _____
Email Address <i>For card payment alerts.</i>		Mobile Number	04 _____
Signature(s) <i>If a joint account, both signatures are required</i>	<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px;"></div>		

*Card processing fees apply: Standard Visa/Mastercard: 1.16%, Premium and Corporate Visa/Mastercard: 1.7%, American Express/Diners Club: 2.42% & International Cards: 2.85%

Please return this form to the Accounts Department at PLC Armidale:			
Email:	accounts@plcarmidale.nsw.edu.au	Fax:	(02) 6770 1797
Mail:	Locked Bag 5, Armidale, NSW 2350		

DIRECT DEBIT AGREEMENT

OUR COMMITMENT TO YOU

This document outlines our service commitment to you, in respect of the Direct Debit Request (DDR) arrangements made between PLC Armidale (User ID Number 084223) and/or School EasyPay (User ID: 428563) and you. It sets out your rights, our commitment to you and your responsibilities to us together with where you should go for assistance.

Initial Terms of the Arrangement

In terms of the Direct Debit Request arrangements made between us and/or School EasyPay and signed by you, we undertake to periodically debit your **credit / debit card** or **nominated savings/cheque account** for the agreed amount of school fees and charges in accordance with Statements provided by the College, this Direct Debit Request form and the School EasyPay Terms & Conditions (SEPTC) which are available from the College, on www.schooleasypay.com.au or by emailing info@schooleasypay.com.au.

Drawing Arrangements

- The first drawing under this Direct Debit arrangement will occur on a nominated day.
- If any drawing falls due on a non-business day, it will be debited to your account on the next business day following the scheduled drawing date.
- We will give you at least 14 days' notice in writing when changes to the initial terms of the arrangement are made. This notice will state the new amount and the next drawing date and any other changes to the initial terms.
- If you wish to discuss any changes to the initial terms, you may contact the Accounts Department by telephone or in person.

YOUR RIGHTS

Changes to the Arrangement

If you want to make changes to the drawing arrangements, contact us by telephone or mail. These changes may include:

- Deferring the drawing; or
- Altering the schedule; or
- Stopping an individual debit; or
- Suspending the DDR; or
- Cancelling the DDR completely.

Enquiries

Direct all enquiries to us, rather than to your financial institution, and these should be made at least five (5) working days prior to the next scheduled drawing date. All communication addressed to us should include your name and family number.

All personal customer information held by us will be kept confidential except that information provided to our financial institution to initiate the drawing to your nominated account.

Disputes

- If you believe that a drawing has been initiated incorrectly, we encourage you to take the matter up directly with us by contacting the Accounts Department on 02 6770 1705 on Monday to Friday between 8.30 am and 4.30 pm.
- You will receive a refund of the drawing amount if we cannot substantiate the reason for the drawing.

YOUR COMMITMENT TO US

It is your responsibility to ensure that:

- Your nominated account can accept direct debits (your financial institution can confirm this); and
- That on the drawing date there is sufficient cleared funds in the nominated account; and
- That you advise us if the nominated account is transferred or closed.

If your drawing is returned or dishonored by your financial institution, any transaction fees (including a failed card processing fee of \$15) payable by us in respect of this will be charged to your account.