



Citipointe Christian College

# DIRECT DEBIT INFORMATION Parent Set Up Form



PARENT/GUARDIAN DETAILS		*Please fill in all fields and complete in CAPITALS.	
Parent Name			
Family ID			
Address			
Date of Birth	□□/□□/□□□□		
Email Address			
Mobile Phone	04 □□-□□□□-□□□□	Contact Number	0 □□□□-□□□□
Preferred Contact	<input type="checkbox"/> Email <input type="checkbox"/> Mobile <input type="checkbox"/> Home		
<b>TUITION INSTALMENT FREQUENCY (Please choose one of the following)</b>			
<b>Choose a selection from option A or option B - Your selection continues every year unless updated by you.</b>			
<b>Option A:</b> Payments are processed on specified dates or next working day.			
<input type="radio"/> Full Year Fees                      Process on 16th <b>February 2018</b>			
<input type="radio"/> Terms Fees:                      Process on <b>the first day of each Term – NOTE: Term 1 will be Mon 5 Feb</b>			
<input type="radio"/> Monthly Fees:                      Last working day of each month <b>commencing February through to November</b>			
<b>Option B:</b> Please debit \$ _____ every:			
Week: <input type="radio"/> Thursday - <b>commencing January through to November</b>			
Fortnight: <input type="radio"/> Friday - <b>commencing January through to November</b>			
Month: <input type="radio"/> Last working day of each month <b>commencing February through to November</b>			
<b>CARD : Mastercard or Visa                      or BANK DETAILS</b>			
<b>Credit / Debit Card Earn reward points~ and utilise interest free days#</b>	□□□□□□□□□□□□□□□□□□□□ Expiry Date: □□/□□                      Name on Card: .....		
<b>Bank Account</b>	BSB:	Account Number:	
	Account Holder Name:		
<b>SIGNATURE:</b>			
<b>5. Account Holder Declaration:</b> I/we hereby register with School EasyPay ("SEP") and authorise the College ("College") and SEP to process payments from the bank or card account nominated above in accordance with the Statements provided by the College, this Parent Set Up form (PSF) and the School EasyPay Terms & Conditions (SEPTC) which are available from the College, on <a href="http://www.schooleasypay.com.au">www.schooleasypay.com.au</a> or by emailing <a href="mailto:info@schooleasypay.com.au">info@schooleasypay.com.au</a> . By signing this PSF, I confirm the information above is true and correct, that I have read and understood the PSF and the SEPTC, that I agree to be bound by the PSF and the PSF and SEPTC and that I agree that henceforth I am required to maintain at all times an appropriate Direct Debit Authority with the College authorising the College to initiate the direct debit of School fees and other charges payable. I understand that this arrangement will remain in place until such time as it is cancelled by me in writing, or by the College or by SEP. I understand and agree that all payment related queries or disputes should be resolved with the College.			
<b>Account Holder Signature (Are 2 signatures required?)</b>	X	<b>Date:</b>	□□/□□/□□□□
	X		
<b>SUBMIT COMPLETED FORM BY:</b>			
<b>Scan &amp; Email:</b> <a href="mailto:accounts@citipointe.qld.edu.au">accounts@citipointe.qld.edu.au</a> <b>In Person/Mail:</b> To the Business Office		<b>Fax:</b> (07) 3347 5900 <b>Mail:</b> 322 Wecker Road, Carindale QLD 4152	

School EasyPay  
Reply Paid 79683 Balmain NSW 2041  
(02) 9352-3117

## Direct Debit Request Service Agreement

This is your Direct Debit Service Agreement with Zenith Payments Pty Ltd t/a School EasyPay (User ID: 428563) ABN 49 002 693 656. It explains what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit provider. Please keep this agreement for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR authorisation.

<b>Definitions</b>	<p><b>account</b> means the account held at <i>your financial institution</i> from which we are authorised to arrange for funds to be debited.</p> <p><b>agreement</b> means this Direct Debit Request Service Agreement between <i>you</i> and <i>us</i>.</p> <p><b>banking day</b> means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.</p> <p><b>College</b> means the college or school payments are forwarded to.</p> <p><b>debit day</b> means the day that payment by <i>you</i> to <i>us</i> is due.</p> <p><b>debit payment</b> means a particular transaction where a debit is made.</p> <p><b>direct debit request</b> means the Direct Debit Request between <i>us</i> and <i>you</i>.</p> <p><b>us</b> or <b>we</b> means School EasyPay, (the Debit User) <i>you</i> have authorised by requesting a <i>Direct Debit Request</i>.</p> <p><b>you</b> means the customer who has signed or authorised by other means the <i>Direct Debit Request</i>.</p> <p><b>your financial institution</b> means the financial institution nominated by <i>you</i> on the DDR at which the <i>account</i> is maintained.</p>
<b>1. Debiting your account</b>	<p>1.1 By signing a <i>Direct Debit Request</i> or by providing <i>us</i> with a valid instruction, <i>you</i> have authorised <i>us</i> to arrange for funds to be debited from <i>your account</i>. <i>You</i> should refer to the <i>Direct Debit Request</i> and this <i>agreement</i> for the terms of the arrangement between <i>us</i> and <i>you</i>.</p> <p>1.2 We will only arrange for funds to be debited from <i>your account</i> as authorised in the <i>Direct Debit Request</i>. <b>or</b> We will only arrange for funds to be debited from <i>your account</i> if we have sent to the address nominated by <i>you</i> in the <i>Direct Debit Request</i>, a billing advice which specifies the amount payable by <i>you</i> to <i>us</i> and when it is due.</p> <p>1.3 If the <i>debit day</i> falls on a day that is not a <i>banking day</i>, we may direct <i>your financial institution</i> to debit <i>your account</i> on the following <i>banking day</i>. If <i>you</i> are unsure about which day <i>your account</i> has or will be debited <i>you</i> should ask <i>your financial institution</i>.</p>
<b>2. Amendments by us</b>	<p>2.1 We may vary any details of this <i>agreement</i> or a <i>Direct Debit Request</i> at any time by giving <i>you</i> at least fourteen (14) days written notice.</p>
<b>3. Amendments by you</b>	<p><i>You</i> may change, stop or defer a debit payment, or terminate this agreement by providing your school or us with at least 3 days notification by writing to:</p> <p style="text-align: center;">School EasyPay, Reply Paid 79683, Balmain, NSW 2041 <b>or</b> by telephoning us on <b>02 93523117</b> during business hours; <b>or</b> arranging it through your own financial institution, which is required to act promptly on your instructions.</p>
<b>4. Your obligations</b>	<p>4.1 It is <i>your</i> responsibility to ensure that there are sufficient clear funds available in <i>your account</i> to allow a <i>debit payment</i> to be made in accordance with the <i>Direct Debit Request</i>.</p> <p>4.2 If there are insufficient clear funds in <i>your account</i> to meet a <i>debit payment</i>:</p> <ol style="list-style-type: none"> <li><i>you</i> may be charged a fee and/or interest by <i>your financial institution</i>;</li> <li><i>you</i> may also incur fees or charges imposed or incurred by <i>us</i>; and</li> <li><i>you</i> must arrange for the <i>debit payment</i> to be made by another method or arrange for sufficient clear funds to be in <i>your account</i> by an agreed time so that <i>we</i> can process the <i>debit payment</i>.</li> </ol> <p>4.3 <i>You</i> should check <i>your account</i> statement to verify that the amounts debited from <i>your account</i> are correct</p>
<b>5. Dispute</b>	<p>5.1 If <i>you</i> believe that there has been an error in debiting <i>your account</i>, <i>you</i> should notify <i>us</i> directly on <b>02 93523117</b> and confirm that notice in writing with <i>us</i> as soon as possible so that <i>we</i> can resolve your query more quickly. Alternatively <i>you</i> can take it up directly with your financial institution.</p> <p>5.2 If <i>we</i> conclude as a result of our investigations that <i>your account</i> has been incorrectly debited <i>we</i> will respond to <i>your</i> query by arranging for <i>your financial institution</i> to adjust <i>your account</i> (including interest and charges) accordingly. <i>We</i> will also notify <i>you</i> in writing of the amount by which <i>your account</i> has been adjusted.</p> <p>5.3 If <i>we</i> conclude as a result of our investigations that <i>your account</i> has not been incorrectly debited <i>we</i> will respond to <i>your</i> query by providing <i>you</i> with reasons and any evidence for this finding in writing.</p>
<b>6. Accounts</b>	<p><i>You</i> should check:</p> <ol style="list-style-type: none"> <li>with <i>your financial institution</i> whether direct debiting is available from <i>your account</i> as direct debiting is not available on all accounts offered by financial institutions.</li> <li><i>your account</i> details which <i>you</i> have provided to <i>us</i> are correct by checking them against a recent <i>account</i> statement; and</li> <li>with <i>your financial institution</i> before completing the <i>Direct Debit Request</i> if <i>you</i> have any queries about how to complete the <i>Direct Debit Request</i>.</li> </ol>
<b>7. Confidentiality</b>	<p>7.1 <i>We</i> will keep any information (including <i>your account</i> details) in <i>your Direct Debit Request</i> confidential. <i>We</i> will make reasonable efforts to keep any such information that <i>we</i> have about <i>you</i> secure and to ensure that any of <i>our</i> employees or agents who have access to information about <i>you</i> do not make any unauthorised use, modification, reproduction or disclosure of that information.</p> <p>7.2 <i>We</i> will only disclose information that <i>we</i> have about <i>you</i>:</p> <ol style="list-style-type: none"> <li>to the extent specifically required by law; or</li> <li>for the purposes of this <i>agreement</i> (including disclosing information in connection with any query or claim).</li> </ol>
<b>8. Notice</b>	<p>8.1 If <i>you</i> wish to notify <i>us</i> in writing about anything relating to this <i>agreement</i>, <i>you</i> should write to: <b>School EasyPay, Reply Paid 79683 Balmain, NSW 2041</b></p> <p>8.2 <i>We</i> will notify <i>you</i> by sending a notice in the ordinary post to the address <i>you</i> have given <i>us</i> in the <i>Direct Debit Request</i>.</p> <p>8.3 Any notice will be deemed to have been received on the third <i>banking day</i> after posting.</p>