

## FEE PAYMENT ARRANGEMENT FORM

**ALL NEW families for 2024 must complete.**

This form is to be returned to the College before **1 December 2023**.

Only new families and current families who wish to alter existing payment arrangements to complete.

**Families that do not supply fee arrangements or do not adhere to payment arrangements will default to an upfront payment type with payment in full due by 29 February 2024.**

Parent / Carer name	
Student/s name	
Parent code (if known)	

**METHOD OF PAYMENT:** (please tick and complete your selection below)

Payment to include Building Fund? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b><u>Direct Debit Request</u></b> All 2024 direct debit payments will be scheduled to commence 23/02/2024  Please read the Direct Debit Request Service Agreement attached and complete the Direct Debit Request with your details on the other side of this form.	<b>Commencing 23/02/2024</b> <input type="checkbox"/> Annual 1 payment <input type="checkbox"/> Termly 4 payments <input type="checkbox"/> Monthly 10 payments <input type="checkbox"/> Fortnightly 20 payments
<b><u>Credit card Authority</u></b> All 2024 credit card payments will be scheduled to commence 09/02/2024 Name on card: _____ Card number: _____ Expiry: ____ / ____ Mastercard <input type="checkbox"/> Visa <input type="checkbox"/>	<b>Commencing 09/02/2024</b> <input type="checkbox"/> Annual 1 payment <input type="checkbox"/> Termly 4 payments <input type="checkbox"/> Monthly 10 payments
<b><u>BPay</u></b> (Biller code and reference number will appear on your statement)  All BPAY payments required to be scheduled to ensure consistency and commence by 9/02/2024	<b>Commencing 09/02/2024</b> <input type="checkbox"/> Annual 1 payment <input type="checkbox"/> Termly 4 payments <input type="checkbox"/> Monthly 10 payments <input type="checkbox"/> Fortnightly 20 payments
<b><u>CSEF eligibility</u></b> (please tick if you hold a current health care or Veteran's affairs card)	<input type="checkbox"/>

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this form, you have understood and agreed to the terms and conditions as outlined in the Direct Debit Service Agreement on reverse of this form.

Direct debit and direct credit card payments that are declined will incur a \$10 administration fee.

This arrangement will continue for the duration of your son's education at St Joseph's College unless we are notified otherwise. Failure to pay fees in full by the due date or enter a payment plan may result in the College having to proceed with action to recover outstanding fees, which includes the use of a debt recovery agency and/or legal action. This may incur additional fees from the debt recovery agency.

# Direct Debit Request

Parent code (if known): \_\_\_\_\_

Request and Authority to debit the account named below to pay

## St Joseph's College Geelong

<b>Request and Authority to debit</b>	<p><b>Your Surname or company name</b> _____</p> <p><b>Your Given names or ABN/ARBN</b> _____ "you"</p> <p>request and authorise St Joseph's College Geelong, user id 09044 (College fees) &amp; 090736 (College building fund) to arrange a debit to your nominated account to pay for School fees and Building fund (if you have selected to contribute to the Building fund)</p> <p>This debit or charge will be arranged by St Joseph's College Geelong's financial institution and made through the Bulk Electronic Clearing System Framework (BECS) from <i>your</i> nominated account and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.</p>
<b>Amount of debit</b>	The amount specified in the invoice we have sent you, for payment on a due date
<b>Your account to be debited</b>	<p><b>Name/s on account</b> _____</p> <p><b>Financial institution name</b> _____</p> <p><b>BSB number (Must be 6 Digits)</b>  __ __ __  -  __ __ __ </p> <p><b>Account number</b>  __ __ __ __ __ __ __ __ __ </p>
<b>Your contact details</b>	<p><b>Address:</b> _____</p> <p><b>Email:</b> _____</p> <p><b>Phone:</b> _____</p>
<b>Confirmation</b>	<p>By signing and/or providing us with a valid instruction in respect to your Direct Debit Request you confirm that:</p> <ul style="list-style-type: none"><li>• you are authorised to operate the nominated account; and</li><li>• you have understood and agreed to the terms and conditions set out in this Request and in your Direct Debit Request Service Agreement.</li></ul>
<b>Your Signature</b>	<p><b>Signed in accordance with the account authority on your account:</b></p> <p><b>Signature:</b> _____</p>
<b>Second account signatory (if required)</b>	<p><b>Signed in accordance with the account authority on your account:</b></p> <p><b>Signature:</b> _____</p> <p><b>Name:</b> _____</p> <p><b>Address:</b> _____</p> <p><b>Email:</b> _____</p> <p><b>Phone:</b> _____</p>

## Direct Debit Request Service Agreement

<p>This is your Direct Debit Service Agreement with <b>St Joseph's College Geelong, user id 09044 (College fees) &amp; 090736 (College building fund) ABN 74 114 857 147</b>. 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.</p> <p>This agreement is available on the College website 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.</p>
<p><b>Definitions</b></p> <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>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 written, verbal or online request between <i>us</i> and <i>you</i> to <i>debit funds from your account</i>.</p> <p><b>us</b> or <b>we</b> means <b>St Joseph's College Geelong</b>, <i>you</i> have authorised by requesting a <i>Direct Debit Request</i>.</p> <p><b>you</b> means the customer who has authorised the <i>Direct Debit Request</i>.</p> <p><b>your financial institution</b> means the financial institution at which <i>you</i> hold the <i>account</i> <i>you</i> have authorised <i>us</i> to debit.</p>
<p><b>1. Debiting your account</b></p> <p>1.1 By submitting a <i>Direct Debit Request</i>, <i>you</i> have authorised <i>us</i> to arrange for funds to be debited from <i>your account</i>. The <i>Direct Debit Request</i> and this <i>agreement</i> set out 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> if we have sent to the email billing address nominated by <i>you</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>
<p><b>2. Amendments by us</b></p> <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 <b>3 days</b> written notice sent to the preferred email address <i>you</i> have given <i>us</i> for billing correspondence.</p>
<p><b>3. How to cancel or change direct debits</b></p> <p><i>You</i> can:</p> <ul style="list-style-type: none"><li>(a) cancel or suspend the Direct Debit Request; or</li><li>(b) change, stop or defer an individual debit payment at any time by giving <i>us</i> at least 3 days notice during school Term times.</li></ul> <p><b>To do so, contact St Joseph's College in writing by email to <a href="mailto:fees@sjc.vic.edu.au">fees@sjc.vic.edu.au</a></b> during school Term times.</p> <p><i>You</i> can also contact <i>your own financial institution</i>, which must act promptly on <i>your</i> instructions.</p>
<p><b>4. Your obligations</b></p> <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> <ul style="list-style-type: none"><li>(a) <i>you</i> may be charged a fee and/or interest by <i>your financial institution</i>;</li><li>(b) we may charge <i>you</i> reasonable costs incurred by <i>us</i> on account of there being insufficient funds; and</li><li>(c) <i>you</i> must arrange for the <i>debit payment</i> to be made by another payment method</li></ul> <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>
<p><b>5 Dispute</b></p> <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 <a href="mailto:fees@sjc.vic.edu.au">fees@sjc.vic.edu.au</a>. Alternatively <i>you</i> can contact <i>your financial institution</i> for assistance.</p> <p>5.2 If we conclude as a result of our investigations that <i>your account</i> has been incorrectly debited we will respond to <i>your</i> query by arranging within a reasonable period for <i>adjustments to be made or a refund accordingly</i>. We 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 we conclude as a result of our investigations that <i>your account</i> has not been incorrectly debited we will respond to <i>your</i> query by providing <i>you</i> with reasons and any evidence for this finding in writing.</p>
<p><b>6. Accounts</b></p> <p><i>You</i> should check:</p> <ul style="list-style-type: none"><li>(a) 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>(b) <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>(c) 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></ul>
<p><b>7. Confidentiality</b></p> <p>7.1 We will keep any information (including <i>your account</i> details) in <i>your Direct Debit Request</i> confidential. We will make reasonable efforts to keep any such information that we 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 We will only disclose information that we have about <i>you</i>:</p> <ul style="list-style-type: none"><li>(a) to the extent specifically required by law; or</li><li>(b) for the purposes of this <i>agreement</i> (including disclosing information in connection with any query or claim).</li></ul>
<p><b>8. Contacting each other</b></p> <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 <a href="mailto:fees@sjc.vic.edu.au">fees@sjc.vic.edu.au</a></p> <p>8.2 We will notify <i>you</i> by sending a notice to the preferred email address or <i>you</i> have given <i>us</i> for billing purposes.</p> <p>8.3 Any notice will be deemed to have been received on the second <i>banking day</i> after sending.</p>