



FCJ College Benalla

PERIODICAL DIRECT DEBIT AUTHORISATION 2024

PARENT/GUARDIAN'S NAME:	
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REQUEST AND AUTHORITY TO DEBIT

Request and authorise to debit the account named below to pay FCJ College Benalla, subject to the terms and conditions of the Direct Debit Request Service Agreement overleaf.

PAYMENT DETAILS (*This payment is for School fees on behalf of FCJ College Benalla*)

OPTION 1: BANK ACCOUNT	
Financial Institution Name:	
Amount to be debited:	\$
Account Name:	
BSB and Account Number:	BSB Account No

OPTION 2: CREDIT CARD - Please ensure you contact and provide our Finance Team with a new expiry date when your card expires.	
Credit card type:	Master Visa
Amount to be debited per month:	\$
Name on card:	
Card number:	
Expiry date:	

PAYMENT DETAILS (balance divided by total instalments)

Frequency	Total instalments
Friday Weekly	52
Friday Fortnightly	26
Last Friday Monthly	12
Last Friday Quarterly (March, June, Sep, Dec)	4
Annually: 31 March 2024	1

Other: Please email maskew@fcjbenalla.catholic.edu.au to discuss alternative payment arrangements.

DIRECT DEBIT AUTHORISATION FOR BANK ACCOUNT OR CREDIT CARD

I/We have read/understood that:

- The Service Agreement overleaf and acknowledge and agree to it.
- The arrangement remains in force in accordance with the schedule described above and in compliance with the Service Agreement, see overleaf for Agreement.
- This Agreement may be altered by contacting Minnie Askew on (03) 57 621222 or via email maskew@fcjbenalla.catholic.edu.au.
- This Agreement is an annual agreement and must be completed by the beginning of the school year.

Signature 1

Signature 2

Date



PERIODICAL DIRECT DEBIT AUTHORISATION 2024

The following is your Direct Debit Service Agreement with FCJ College Benalla (ABN 40 147 741 526). The agreement is designed to explain 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.

Direct Debit arrangements

Your signature on the Direct Debit Authority form allows us to debit your nominated account in the manner referred to. If a direct debit falls on a day, which is not a business day, the drawing will be made on the next business day.

We will keep your direct debit records and account details confidential, except where the disclosure of certain information to your financial institution is necessary to enable us to act in accordance with your drawing arrangements. We may disclose the information in the event of a claim or relating to an alleged incorrect or wrongful debit, or otherwise as required by law.

If you believe that there has been an error in debiting your account, you should notify the Finance Team as soon as possible and we will endeavor to respond to your dispute within 5 business days of receipt.

Your rights

You can cancel, alter, or suspend your drawing arrangements at any time by notifying the FCJ College Finance Team, at least 2 business days before the cancellation, alteration or suspension is to take effect. You can also stop or defer an individual drawing by notifying us at least 2 business days before the date that the drawing is to be made. Any amendments should be made in writing to the Finance Team via email or post (details below).

Your responsibilities

It is your responsibility to:

- Ensure you check and communicate any discrepancies to the Finance Team. Advice of payments will be via monthly statements.
- Ensure that your designated account can accept direct debits. Direct debiting may not be available on all accounts, so please check with your financial institution.
- Check that you have filled in your correct account details on the Direct Debit Authority.
- Ensure that there are sufficient cleared funds in your nominated account by the due date to enable drawings to be made in accordance with your drawing arrangements. If there are insufficient clear funds in your account to meet a debit payment:
 - You may be charged a fee and/or interest by your financial institution.
 - You may also incur fees or charges imposed or incurred by us; and
 - You must arrange for the debit payment to be made by another method or arrange for sufficient clear funds to be in your account by an agreed time so that we can process the debit payment.
- Notify us immediately if your nominated account is transferred, closed or any other account details change.
- Arrange a timely and suitable alternative payment method if your drawing arrangements are cancelled.

FINANCE TEAM CONTACT DETAILS

Finance Officer	Minnie Askew	03 5762 1222 minnie.askew@fcjbenalla.catholic.edu.au
Finance/Administration	Melanie Smyth	03 5762 1222 melaniesmyth@fcjbenalla.catholic.edu.au
Business Manager	Emily Hordern	03 5762 1222 emily.hordern@fcjbenalla.catholic.edu.au