

# AUTHORISATION FORM

Request and Authority to debit the account named below to pay the Catholic Development Fund

New Authority  Amendment (please ✓ appropriate box)

## PAYING SCHOOL FEES ELECTRONICALLY

### How does it work?

Direct Debiting allows the Catholic Development Fund (CDF), on behalf of your School, to deduct periodically from your account an agreed amount to cover your School Fees and Levies.

### Benefits to You

CDF believes that this will assist families with the difficult task of budgeting for annual school fees and charges. One less major bill to worry about and it is free. It can save you time, money and hassles. No more problems with cheques left in school bags or the worry of sending cash.

### Benefits to School

Transmission occurs automatically and is secure as no cash changes hands. The process of counting and banking funds will be greatly reduced, assisting school administration. CDF guarantees complete confidentiality on behalf of your School.

### How to Apply

- Complete the attached **Authorisation form (Part "A")** and **Direct Debit Request** form.
- Sign both forms and return to the School office.
- The School will complete **Part "B"** and forward all completed forms to CDF (allow 14 days for CDF processing).

### Variations

If you wish to alter the amount being transferred or cancel the authority, just advise your school.

Normal bank charges may apply, eg. dishonour fees if you have insufficient funds in your bank account.

*(You will need to contact your bank or financial institution to establish if your account is suitable for direct debiting to occur. Credit card accounts and Passbook accounts are not suitable for direct debiting with CDF.)*

December 2002

### Part "A" (Parent to complete)

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

I/We authorise the Catholic Development Fund to arrange for debiting the account, as described in the **Direct Debit Request** form with the sum of \$\_\_\_\_\_ (*minimum transaction amount \$20.00*).

weekly  fortnightly  monthly  quarterly  
(please ✓ preferred option.)

commencing \_\_\_\_/\_\_\_\_/\_\_\_\_ (allow 14 days)

until \_\_\_\_/\_\_\_\_/\_\_\_\_

.....  
Sign here

.....  
Sign here

(For joint accounts, two signatures are required)

### Part "B" (School to complete)

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

The above amount to be credited to:

School CDF Account No.

1002179 S21

School CDF Account Name

St Peter Apostle Primary School  
School Account

SF No. ....  
(Debtor Number)

Parent/s Name .....

## DIRECT DEBIT REQUEST

<b>Request and Authority to debit</b>	Surname or Company name _____  Given names or ACN/ARBN _____ ("you") request and authorise the Catholic Development Fund (User ID 111860) to arrange for any amount the Catholic Development Fund 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 [and any further instructions provided below].																
<b>Insert name and address of financial institution at which account is held</b>	Financial Institution Name: _____  Address: _____  _____																
<b>Insert details of account to be debited</b>	Name of Account: _____  BSB Number: <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td><td> </td><td> </td></tr></table> - <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td><td> </td><td> </td></tr></table>  Account Number: <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>																
<b>Acknowledgment</b>	By signing this Direct Debit Request you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and the Catholic Development Fund as set out in this Request and in your Direct Debit Request Service Agreement.																
<b>Insert your signature(s) and address</b>	_____ Sign here: _____ Print Name _____ Sign here: _____ Print Name ( <i>Sign and print full names. For joint accounts, both names are required. If signing for a company include your capacity for signing, eg. Director.</i> ) Address: _____ _____ Date ____/____/____																

**DIRECT DEBIT REQUEST  
SERVICE AGREEMENT  
(For Paying School Fees Electronically)**

**Definitions**

**account** means the account held at *your financial institution* from which we are authorised to arrange for funds to be debited on behalf of the School.

**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 Direct Debit Request between *us* and *you*.

**us** or **we** means the Catholic Development Fund (CDF) you have authorised by signing a *direct debit request*.

**you** means the customer who signed the *direct debit request*.

**your financial institution** is the financial institution where you hold the *account* that *you* have authorised *us* to arrange to debit.

**1. DEBITING YOUR ACCOUNT**

1.1 By signing a *direct debit request*, *you* have authorised *us* to arrange for funds to be debited from *your account*. *You* should refer to the *direct debit request* and this *agreement* for the terms of the arrangement between *us* and *you*.

1.2 We will only arrange for funds to be debited from your account as authorised in the direct debit request.

1.3 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 preceding *business day*.  
If *you* are unsure about which day *your account* has or will be debited you should ask *your financial institution*.

**2. CHANGES BY US**

2.1 We may vary any details of this *agreement* or a *direct debit request* at any time by giving *you* at least fourteen (14) days' written notice.

**3. CHANGES BY YOU**

3.1 Subject to 3.2 and 3.3, you may change the arrangements under a *direct debit request* by contacting the School.

3.2 If *you* wish to stop or defer a *debit payment*, *you* must notify the School in writing at least seven (7) days before the next *debit day*. This notice should be given to the School in the first instance.

3.3 *You* may also cancel *your* authority for *us* to debit *your*

account at any time by giving the School seven (7) days notice in writing before the next *debit day*. This notice should be given to the School in the first instance.

**4. YOUR OBLIGATIONS**

4.1 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*.

4.2 If there are insufficient clear funds in *your account* to meet a *debit payment*:

(a) *you* may be charged a fee and/or interest by *your financial institution*;

(b) *you* may also incur fees or charges imposed or incurred by *us*; and

(c) *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*.

4.3 *You* should check *your account* statement to verify that the amounts debited from *your account* are correct.

4.4 If National Australia Bank Limited A.C.N. 004 044 937 ("National") is liable to pay goods and services tax (GST) on a supply made by the National in connection with this *agreement*, then *you* agree to pay the National on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.

**5. DISPUTE**

5.1 If *you* believe that there has been an error in debiting *your account*, *you* should notify the School immediately and confirm that notice in writing as soon as possible so that *your* query can be resolved more quickly.

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

5.3 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 your School with reasons and any evidence for this finding.

5.4 Any queries *you* may have about an error made in debiting *your account* should be directed to the School in the first instance so that we can attempt to resolve the matter between *us* and *you*. If we cannot resolve the matter *you* can still refer it to *your financial institution* which will obtain details from *you* of the disputed transaction and may lodge a claim on your behalf.

**6. ACCOUNTS**

*You* should check:

- (a) 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.
- (b) *your account* details which *you* have provided to the School are correct by checking them against a recent *account* statement; and
- (c) with *your financial institution* before completing the *direct debit request* if you have any queries about how to complete the *direct debit request*.

**7. CONFIDENTIALITY**

7.1 We will keep any information (including your *account* details) in your *direct debit request* confidential. We will make reasonable efforts to keep any such information that we have about *you* secure and to ensure that any of *our* employees or agents who have access to information about *you* do not make any unauthorised use, modification, reproduction or disclosure of that information.

7.2 We will only disclose information that we have about *you*:

- (a) to the extent specifically required by law; or
- (b) for the purposes of this *agreement* (including disclosing information in connection with any query or claim).

**8. NOTICE**

8.1 If *you* wish to notify *us* in writing about anything relating to this *agreement*, *you* should write directly to the School.

8.2 The School will notify *you* by sending a notice in the ordinary post to the address *you* have given *us* in the direct debit request.

8.3 Any notice will be deemed to have been received two *business days* after it is posted.