



# Pulteney Grammar School Direct Debit Request (DDR) Credit Card Request (CCR)

Customer's Authority

Name of Customer/s giving the DDR/CCR

I/We

authorise and request you

Name of Debit User

**Pulteney Grammar School**

to arrange for funds to be debited from my/our account at the financial institution identified below and as prescribed below through the Bulk Electronic Clearing System or to debit my/our account by any other means.

This authorisation is to remain in force in accordance with the terms described in the Direct Debit Service Agreement.

Customer's address

Residential address

  

Details of the Account to be Debited

Name and address of the financial institution at which your account is held

  

Account name (please insert your name in full)

BSB number

Account number

ABN/ARBN (if applicable)

Branch name

OR

Details of the Credit Card to be debited

Mastercard

Visa

Amex

Name \_\_\_\_\_ Expiry \_\_\_\_\_

I accept that a surcharge of 1% Visa / Mastercard / Amex will apply to the statement amount being paid.

**Declaration**

(if in joint name/s Both signatures may be required)

I/We also authorise the following:

- 1 The Debit User to verify the details of the accounts above with my/our financial institution.
- 2 The financial institution to release information allowing the Debit User to verify the abovementioned account details.
- 3 A new Direct Debit form must be submitted each year.
- 4 Amount – either current statement balance outstanding OR monthly instalment amount of \$\_\_\_\_\_ Amount will be valid for current year only and must cover annual tuition fees, combined extras and any other expected charges

I/We **agree / do not agree** to contribute to the Pulteney Grammar School Building Fund by authorising an additional payment each month. Donations to the Building Fund are tax deductible. No credit card surcharge applies to Building Fund donations.

Signature

Date

Signature

Date



# Pulteney Grammar School Direct Debit Request (DDR) Credit Card (CCR) Service Agreement

Please ensure that you have read the following before sending in the Direct Debit / Credit Card Request.  
Please retain this page for your records.

- We may vary this agreement at any time by giving you at least 14 days notice.
- By signing a Direct Debit/Credit Card Request, you request and authorise us to arrange for funds to be debited from your account or to your credit card as provided in this Service Agreement. The amounts drawn will be in accordance with your statement or any greater amount which you, or either of you, instruct us to draw.

We will arrange for funds to be debited from your account or to your credit card:

- a) as requested and authorised in the Direct Debit/Credit Card Request; or
- b) according to any notice sent to you specifying the amount payable and the date the payment is due; or
- c) in accordance with this Service Agreement.

The payment will be deducted from your nominated account on the payment due date. If the due date for payment falls on a non-working day or a national public holiday, the payment will be processed on the next working day.

- It is your responsibility to ensure that you have sufficient funds in the nominated account when payments are to be drawn. If you do not have sufficient funds, then:
  - a) the payment will be regarded as not having been made;
  - b) an administration fee will be charged to your account;
  - c) if the nominated account is conducted with the Commonwealth Bank then we may, on a day subsequent to the payment due date, debit funds from your account, either in full or partial payment of any amount overdue.
- You should be aware that:
  - a) Direct Debiting through Bulk Electronic Clearing System is not available on all accounts;
  - b) Account details should be checked against a recent statement from your financial institution. If you are in any doubt, you should check with your ledger financial institution before completing the Direct Debit Request; and
  - c) It is your responsibility to advise us if your nominated account is altered, transferred or closed.
- If you believe there has been an error in debiting your account you should contact us on 8216 5510 from 8am to 4pm, Monday to Friday as soon as possible so that we can resolve your query quickly.
- Your records and account details will be kept private and confidential and will only be disclosed at your request or at the request of the financial institution in connection with a claim made to an alleged incorrect or wrongful debit, or otherwise as required by law.
- For all matters relating to the Direct Debit/Credit Card arrangement on your account, including requests for deferment of debits, alteration of debit arrangements or stopping or cancelling your Direct Debit / Credit Card Request, please call us on 8216 5510 from 8am to 4pm, Monday to Friday.