

Student Name _____ Room No. _____

Student Name _____ Room No. _____

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Salisbury Heights Primary School (353471)

Direct Debit Request (DDR)

You may contact us as follows:-

Phone: 0882587299
Email: dl.1177.info@schools.sa.edu.au
Mail: 9 Ward Street
Salisbury Heights, SA, Australia 5109

All communication addressed to us should include your Customer Number.

PART A - Your Details

Customer Number:	<input type="text"/>		
Customer Name:	<input type="text"/>		
Phone Number:	<input type="text"/>		
Email Address:	<input type="text"/>		
Address:	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
State:	<input type="text"/>	Postcode:	<input type="text"/>

PART B - Schedule

Date of First Payment:	<input type="text" value="DD"/>	<input type="text" value="MMM"/>	<input type="text" value="YYYY"/>	e.g. 16 Feb 2023
Frequency:	<input type="checkbox"/> Weekly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Fortnightly	<input type="checkbox"/> Six-Monthly
	<input type="checkbox"/> Monthly	<input type="checkbox"/> Yearly		
Number of Payments:	<input type="checkbox"/> Continue until further notice			
	OR			
	<input type="checkbox"/> Stop after	<input type="text"/>	Payments	

PART C - Payment Amounts

First Amount:	<input type="text"/>	Leave blank if same as regular amount
Regular Amount:	<input type="text"/>	Payment Amount for each debit
Final Amount:	<input type="text"/>	Leave blank if same as regular amount

PART D - Cheque/Savings Account

✓ I/We request and authorise Salisbury Heights Primary School (353471) to arrange, through its own financial institution, a debit to your nominated account any amount Salisbury Heights Primary School (353471), has deemed payable by you. This debit or charge will be made through the Bulk Electronic Clearing System (BECS) from your account held at the financial institution you have nominated below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.

Financial Institution:

Account Name:

BSB No. -

Account Number:

I/We request and authorise Acknowledgement. By signing and/or providing us with a valid instruction in respect to your Direct Debit Request, you have understood and agreed to the terms and conditions governing the debit arrangements between you and Salisbury Heights Primary School as set out in this Request and in your Direct Debit Request Service Agreement.

Signature: Date:

Signature: Date:

If debiting from a joint bank account, both signatures are required.

Completed Application

Return your completed application by mail to:-

Mail: 9 Ward Street
Salisbury Heights, SA, Australia 5109

Customer Direct Debit Request (DDR) Service Agreement

This is your Direct Debit Service Agreement with Salisbury Heights Primary School (353471) (the Debit User). 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.

Definitions

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

agreement means this Direct Debit Request Service Agreement between *you* and *us*.

banking 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 written, verbal or online request between *us* and *you* to debit funds from *your account*.

us or **we** means Salisbury Heights Primary School (353471), (the Debit User) *you* have authorised by requesting a *Direct Debit Request*.

you means the customer who has authorised the *Direct Debit Request*.

your financial institution means the financial institution at which *you* hold the *account* *you* have authorised *us* to debit.

Debiting your account

By submitting a *Direct Debit Request*, *you* have authorised *us* to arrange for funds to be debited from *your account*. The *Direct Debit Request* and this *agreement* set out the terms of the arrangement between *us* and *you*.

We will only arrange for funds to be debited from *your account* as authorised in the *Direct Debit Request*.

or

We will only arrange for funds to be debited from *your account* if we have sent to the email / address nominated by *you* in the *Direct Debit Request*, a billing advice which specifies the amount payable by *you* to *us* and when it is due.

If the *debit day* falls on a day that is not a *banking day*, we may direct *your financial institution* to debit *your account* on the following *banking day*. If *you* are unsure about which day *your account* has or will be debited *you* should ask *your financial institution*.

Amendments by us

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 sent to the preferred email or address you have given us in the *Direct Debit Request*.

How to cancel or change direct debits

You can:

- (a) cancel or suspend the *Direct Debit Request*, or
- (b) change, stop or defer an individual *debit payment*

at any time by giving at least 7 days notice.

To do so, contact us at:

9 Ward Street
Salisbury Heights, SA, Australia 5109

or

by telephoning us on 0882587299 during business hours;

You can also contact your own financial institution, which must act promptly on your instructions.

Your obligations

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*.

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) we may charge you reasonable costs incurred by us on account of there being insufficient funds; 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*.

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