

# Direct Debit Request & Contract

This Contract governs direct-debit payment by the Customer of fees owed to Brisbane Christian College.

Customer Details			Parent code
First Name	Last Name	Date of Birth	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Mailing Address		Phone - Home	
<input type="text"/>		<input type="text"/>	
Suburb	State	Postcode	Phone - Mobile
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Payment Plan – this is what I agree to pay		
<b>Frequency</b> (tick preferred) <input type="checkbox"/> In Full <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly	<b>Amount</b> <input type="text"/>	<b>Payments</b> <input type="text"/>
<b>First Payment Date</b> (Please allow 7 days before first payment date for processing)		<input type="text"/>
<b>Addition of Bus fees</b> As bus usage can be added after this plan has been established, you give Brisbane Christian College permission to alter this payment plan to accommodate the bus fees. The College will notify you within 14 days of any changes to your plan.		

## Direct Debit from Bank Account, Building Society Or Credit Union

**Details of the Account to be Debited** (All details must be supplied)

Name of Financial Institution	Please ensure that your nominated account is able to accept direct debits.
<input type="text"/>	
Account Name	
<input type="text"/>	
BSB Number	Account Number
<input type="text"/> - <input type="text"/>	<input type="text"/>

## Direct Debit from Credit Card

Credit Card Number	Expiry Date	<input type="checkbox"/> Visa <input type="checkbox"/> M/Card
<input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/> / <input type="text"/>	
Name on Card	<input type="text"/>	

## Direct Debit Authorisation (must be signed by all relevant account holders)

I/We have read the attached Direct Debit / Credit Card Payment Agreement and acknowledge and agree to the terms and conditions in that Agreement. I/We now request that Brisbane Christian College Ltd debit my/our account in accordance with the details listed on this page.

Signature (Account Holder)	Signature Date
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Signature (Joint Account Holder)	Signature Date
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Witness (Staff)	Witness Date
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

**Termination of enrolment requires parents or guardians to give one (1) term's notice. Please see Conditions of Enrolment for further explanation of this condition.**

## Direct Debit Request Service Agreement

This is your Direct Debit Service Agreement with BRISBANE CHRISTIAN COLLEGE (314011) 23 107 469 054. 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.

### Enquiries

You can contact us directly or alternatively contact your financial institution. These should be made at least 7 working days prior to the next scheduled drawing date. You may contact us as follows:- (All communication addressed to us should include your Parent code).

Phone: 07 3719 3111

Email: [billing@brisbanechristiancollege.com.au](mailto:billing@brisbanechristiancollege.com.au)

Mail: PO Box 177

Salisbury Qld 4107

BSB: 034-069

A/C: 374 735

## Direct Debit Request Terms and Conditions

### 1. Introduction

Payment of fees by the direct debit system is encouraged, as it provides a convenient method for payment and is widely used by our Parents and Caregivers.

### 2. Parties to Contract

The "College" is Brisbane Christian College Pty Ltd. The "Customer" means the person or party signing this Contract.

### 3. Payments

The Customer agrees to pay the instalment amount at the agreed payment frequency until this Contract has reached the agreed number of payments.

### 4. Initial Terms

The College will debit your nominated account for the amounts and at the frequency of payments as agreed between us on the Direct Debit Request contract signed and accepted by you.

### 5. Change of Terms

In the unlikely event that the initial terms are to change we must give you 14 days notice of the changes including if applicable the new amount, new frequency and next debit date.

### 6. Deferring or Stopping a Payment

Should you wish to defer a payment to another date you must contact the College at least 3 days before the date of that payment to request the deferment. Deferments are entirely at the discretion of the College and will depend on the length of the deferment, the current state of your account and your past history. You may request us to stop an individual payment however you will still be liable to make this payment by some other

method or your account will become overdue.

### 7. Dishonoured Payments

It is your responsibility to ensure that on the due date clear funds are available in your nominated account to meet the direct debit payment. Should your payment be dishonoured the College will debit you an additional \$10 with your next payment. If we have not received instructions to the contrary from you the College may attempt to debit the overdue fees again.

### 8. Increase in Instalment Amount

The College will not increase the payment amount without seeking permission from the customer. The only exception to this condition is in the event of bus fees in accordance with clause 9 below or if the balance from the previous year has been carried forward.

### 9. Addition of Bus Fees

Upon completion of a Bus Transportation Application and the approval of the Bus Coordinator, if no other method of payment for bus fees is nominated, the College will increase the current agreement by the amount of the bus fees. The payment will be calculated by the amount of the bus fees divided evenly over the remaining payments under this agreement. Any changes will be notified to the Customer within 14 days.

### 10. Decrease in Instalment Amount

If the College identifies that the customer is over paying their fees, the College will immediately recalculate the payment amount and reduce the amount on the

payment plan. Any changes will be notified to the customer within 14 days.

### 11. Non Working Day

When the day to debit falls on a weekend or public holiday the debit will be initiated on the next working day.

### 12. Enquiries

All enquires should be directed to the College and should be made at least 3 working days prior to the next scheduled debit date.

### 13. Your Other Responsibilities

In addition to those already mentioned, you are responsible for ensuring that your nominated account is able to accept direct debits. If it is not, it is your responsibility to provide the College with a new account number.

### 14. Termination of enrolment

Parents or guardians must give one (1) term's notice of termination of enrolment and failure to do so will render them liable for one (1) term's fees. Please see Conditions of Enrolment for further explanation of this condition

### 15. Confidentiality

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.

*Brisbane Christian College - a ministry of Life Church*

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