

Please return to Finance Office

**LORETO COLLEGE BALLARAT
DIRECT DEBIT REQUEST DOCUMENT**



Name : _____ **Loreto Account Number:** _____

I/we request that you draw by way of the Direct Debit System, \$ _____ per
_____ from my/our account for payment of School Fees.

Commencing: 4 February 2016 / OR _____
Finishing: 30 November 2016

Account details are:

Name of Financial Institution: _____

BSB: _____ Account No: _____

Account Name: _____

I/we acknowledge that this Direct Debit arrangement is governed by the terms of the Service Agreement received from Loreto College Ballarat.

Debit User ID number 219129.

Signature 1 _____

Signature 2 (if required) _____

Date ____/____/____

DIRECT DEBIT REQUEST SERVICE AGREEMENT

- Weekly and Fortnightly Direct Debits are processed on a Thursday or Friday.
Monthly Direct Debits are processed on the 1st, 16th or last day of each month.
Term Direct Debits are processed one week after the end of each term.
- Please supply three day's notice to change, stop or defer a Direct Debit payment.
- It is your responsibility to have sufficient clear funds available in the relevant account by the due date to allow a debit payment to be made in accordance with the Direct Debit Request.
- When the due date for payment falls on a day which is not a Business day the Direct Debit will be processed on the next Business day.
- If a Direct Debit is rejected by your Bank or Financial Institution – we will debit your Tuition Fee account with the amount of the returned debit plus any Bank or Financial Institution charges.
- We will keep any information (including your account details) in your Direct Debit Request confidential and secure and will only disclose information for the purposes of this agreement.