

**LORETO COLLEGE BALLARAT
DIRECT DEBIT REQUEST FORM**

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: 1 February 2022 / OR _____
Finishing: 30 November 2022

Bank Account details are:

Name of Financial Institution: _____

BSB: _____ Account No: _____

Account Name: _____

Or Credit Card details are:

VISA MasterCard

Expiry Date / CCV (on back of card)

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

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 or 20th of each month. Term Direct Debits are processed one week before the end of each term.
- Please supply **three days' 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.