



STAR OF THE SEA COLLEGE

Election of Fee Payment Form 2018

Please complete and return this form to the College Front Office
by Thursday 7th December 2017.

Parents name(s): _____ Account Code: _____
Daughters name(s): _____ Year Level (s): _____
Postal Address: _____ Phone: _____
Email address(es): _____

In providing families with a range of flexible fee payment options, the College requests that this 'Election of Fee Payment' form is completed each year and returned to the Finance Office.

Please note: The School Offices will be closed from Thursday 21st December 2017 through to Friday 12th January 2018 inclusive, so you can also post your form or payment to the postal address overleaf.

➤ **Frequency of Payment** - Please tick a box:

- ONE ANNUAL PAYMENT** (Full fees in advance payable by 15th January 2018 to be eligible for a 2.5% discount)
- 10 INSTALMENTS A YEAR** (Fees invoiced 10 times a year due by 17th of the month February to November).
- 3 INSTALMENTS A YEAR** (Fees invoiced 3 times a year due by 17th February, 17th May and 17th August)

➤ **Method of Payment** - Please tick a box.

Setting up an automatic Direct Debit payment plan is preferable and this can be done by completing your credit card or bank account details below.

AUTOMATIC PAYMENT BY DIRECT DEBIT FROM CREDIT CARD (VISA OR MASTERCARD)

Name of Cardholder: _____

Card Number:

Type of Card: VISA MASTERCARD Expiry Date ____/____

*Amount \$ _____ For the period from ____/____/____ to ____/____/____

Parent/Guardian's signature: _____

OR

AUTOMATIC PAYMENT BY DIRECT DEBIT FROM BANK ACCOUNT - Please complete direct debit request overleaf

OR

MANUAL Payment by Cash / Cheque / BPAY / CREDIT CARD (Due by 17th of the month February to November)

** Please refer to the Fees Schedule to complete the amount to be paid in the boxes above.*

STAR OF THE SEA COLLEGE
PO BOX 7001, GARDENVALE LPO
BRIGHTON VIC 3186
PHONE 03 9595 9595



Direct Debit Request

**Request and Authority to debit the account named below to pay
 STAR OF THE SEA COLLEGE**

Request and Authority to debit

Your Surname or company name _____

Your Given names or ABN/ARBN _____ "you"

request and authorise **Star of the Sea College** to arrange, through its own financial institution, a debit to your nominated account for the *amount of

\$ _____ For the period from ____/____/____ to ____/____/____

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.

Insert the name and address of financial institution at which account is held

Financial institution name _____

Address _____

Insert details of account to be debited

Name/s on account _____

BSB number (Must be 6 Digits) |_|_|_|_| - |_|_|_|_|

Account number |_|_|_|_|_|_|_|_|_|_|_|_|_|_|

Acknowledgment

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 Star of the Sea College as set out in this Request and in your Direct Debit Request Service Agreement.

Insert your signature and address

Signature _____

(If signing for a company, sign and print full name and capacity for signing eg. director)

Address _____

Date ___ / ___ / ___

Second account signatory (if required)

Signature _____

(If signing for a company, sign and print full name and capacity for signing eg. director)

Address _____

Date ___ / ___ / ___

Direct Debit Request – Service Agreement

The following is your Direct Debit Service Agreement with **Star of the Sea College, 29 411 978 418 & User id**. The agreement is designed to explain 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.

We recommend you keep this agreement in a safe place 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 form.

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 Direct Debit Request between *us* and *you*.
- **us** or **we** means **Star of the Sea College**, (the Debit User) *you* have authorised by signing a *direct debit request*.
- **you** means the customer who signed the *Direct Debit Request*.
- **your financial institution** means the financial institution nominated by *you* on the DDR at which the *account* is maintained.

1. Debiting your account

By signing a *Direct Debit Request*, *you* have authorised *us* to arrange for funds to be debited from *your account*. *You* should refer to the *Direct Debit Request* and this *agreement* for 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*

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*.

2. Amendments by you

You may change, stop or defer a debit payment, or terminate this agreement by providing *us* with at least fourteen (14) days' notification by writing to: Star of the Sea College **or** by telephoning *us* on (03) 9595 9595 during business hours **or** arranging it through *your own financial institution*.

3. Your obligations

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) *you* may also incur fees or charges imposed or incurred by *us*; 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

If **STAR OF THE SEA COLLEGE** is liable to pay goods and services tax ("GST") on a supply made in connection with this *agreement*, then *you* agree to pay **STAR OF THE SEA COLLEGE** on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.

4. Dispute

If *you* believe that there has been an error in debiting *your account*, *you* should notify *us* directly on (03) **9595 9595** and confirm that notice in writing with *us* as soon as possible so that we can resolve your query more quickly. Alternatively *you* can take it up with *your financial institution* direct.

If we conclude as a result of our investigations that *your account* has been incorrectly debited we will respond to *your* query by arranging for *your financial institution* to adjust *your account* (including interest and charges) accordingly. We will also notify *you* in writing of the amount by which *your account* has been adjusted.

If we conclude as a result of our investigations that *your account* has not been incorrectly debited we will respond to *your* query by providing *you* with reasons and any evidence for this finding in writing.

5. Accounts

You should check:

- (a) with *your financial institution* whether direct debiting is available from *your account* as direct debiting is not available on all accounts offered by financial institutions.
- (b) *your account* details which *you* have provided to *us* are correct by checking them against a recent *account* statement; and
- (c) with *your financial institution* before completing the *Direct Debit Request* if *you* have any queries about how to complete the *Direct Debit Request*.

6. 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.

We will only disclose information that we have about *you*:

- (a) to the extent specifically required by law; or
- (b) for the purposes of this *agreement* (including disclosing information in connection with any query or claim).

7. Notice

If *you* wish to notify *us* in writing about anything relating to this *agreement*, *you* should write to Star of the Sea college, PO Box 7001 LPO Gardenvale, Brighton VIC 3186.

We will notify *you* by sending a notice in the ordinary post to the address *you* have given *us* in the *Direct Debit Request*.

Any notice will be deemed to have been received on the third *banking day* after posting.