

**Xavier College Ltd Direct Debit Service Agreement (DDSA)**

135 Barkers Road, KEW VIC 3101

**Customer's Authority**

Name of customer/s giving the DDSA

I/We

Name of Debit User

authorise and request you

**XAVIER COLLEGE LTD (Direct Debit ID: 434042)**

to arrange for funds to be debited from my/our account at the financial institution identified below and as prescribed below through the Bulk Electronic Clearing System or to debit my/our account by any other means.

This authorisation is to remain in force in accordance with the terms described in the Direct Debit Service Agreement.

**Customer's Address**

Residential Address

Postcode

**Details of the Account to be debited**

Name and address of the financial institution at which your account is held

Postcode

Account Name (please insert your name in full)

BSB number

Account number

Branch name

**OR**

**Details of Mastercard or VISA to be debited**  
(Surcharge applies)

Name ..... Expiry .....

**Declaration**

(if in joint name/s both signatures may be required)

I/We also authorise the following:

1. The Debit User to verify the details of the accounts above with my/our financial institution.
2. The financial institution to release information allowing the Debit user to verify the above-mentioned account details.
3. Current statement balance outstanding (amount must cover annual tuition fees & levies and any other charges)
4. **FOUR** quarterly instalments on the 15<sup>th</sup> of December (prior to the years commencement), 15<sup>th</sup> March, 15<sup>th</sup> July and 15<sup>th</sup> Sept each year.
5. Agreement to remain in force for the period that student/s is/are at Xavier College.

Signature

X

Date

/ /

X

Date

/ /

**Account ID**

(included on Tax Invoice/Statement)

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## Xavier College Ltd Direct Debit Service Agreement (DDSA)

135 Barkers Road, KEW VIC 3101

Please ensure that you have read the following before sending in the DDSA. Please retain this page for your records.

- We may vary this agreement at any time by giving you at least 14 days' notice.
- By signing a DDSA, you request and authorise us to arrange for funds to be debited from your account or to your credit card as provided in this Service Agreement. The amounts drawn will be in accordance with your statement or any greater amount which you, or either of you, instruct us to draw.

We will arrange for funds to be debited from your account or to your credit card:

- a) as requested and authorised in the DDSA; or
- b) according to any notice sent to you specifying the amount payable and the date the payment is due; or
- c) in accordance with this Service Agreement.

The payment will be deducted from your nominated account on the payment due date or monthly, as requested. If the due date for payment falls on a non-working day or a national public holiday, the payment will be processed on the next working day.

- It is your responsibility to ensure that you have sufficient funds in the nominated account when payments are to be drawn. If you do not have sufficient funds, then:
  - a) the payment will be regarded as not having been made;
  - b) an administration fee will be charged to your account;
  - c) if the nominated account is conducted with the Commonwealth Bank then we may, on a day subsequent to the payment due date, debit funds from your account, either in full or partial payment of any amount overdue.
- You should be aware that:
  - a) Direct Debiting through Bulk Electronic Clearing System is not available on all accounts;
  - b) Account details should be checked against a recent statement from your financial institution. If you are in any doubt, you should check with your ledger financial institution before completing the Direct Debit Request; and
  - c) It is your responsibility to advise us if your nominated account is altered, transferred or closed.
- If you believe there has been an error in debiting your account you should contact us on 9854 5419 from 8:30am to 4pm, Monday to Thursday as soon as possible so that we can resolve the issue promptly.
- Your records and account details will be kept private and confidential and will only be disclosed at your request or at the request of the financial institution in connection with a claim made to an alleged incorrect or wrongful debit, or otherwise as required by law.
- For all matters relating to the DDSA arrangement on your account, including requests for deferment of debits, alteration of debit arrangements or stopping or cancelling your DDSA, please call us on 9854 5419 or 9854 5415 from 8:30am to 4pm, Monday to Thursday.

