

Early Learning Centre - Direct Debit Agreement



This agreement governs direct-debit payment by the Customer for fees owed to Caloundra Christian College ELC.

Customer Details

First Name		Last Name	
<input type="text"/>		<input type="text"/>	
Mailing Address			
<input type="text"/>			
State	Postcode	Contact Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Payment Plan	
Frequency (tick preferred)	
<input type="checkbox"/> Weekly	
<input type="checkbox"/> Fortnightly	
Debit Amount	Week Commencing
\$ Balance Due	/ /

Direct Debit of Bank Account, Building Society or Credit Union

Name of Financial Institution	Please Note: Direct Debiting is not available on all account types. 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"/>

Please select the day of the week you would like your debit to occur.

Monday
 Tuesday
 Wednesday
 Thursday
 Friday

Direct Debit of Credit Card

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

Credit Card payments will be processed each Thursday only.

Direct Debit Authorisation

I/We have read the "Service Agreement" overleaf and acknowledge and agree to the terms and conditions within that Agreement. I/We request that Caloundra Christian College debit my/our account in accordance with the details of this page. I/We acknowledge that this payment plan will remain in place until the account is paid in full and child/ren are no longer enrolled at Caloundra Christian College.

Office Use Only	
Debtor Code	
Date Set-up	Initialed
<input type="text"/>	<input type="text"/>

Signature (account holder)	Date
<input type="text"/>	<input type="text"/>
Signature (joint account holder)	Date
<input type="text"/>	<input type="text"/>

Direct Debit Service Agreement

This is your Direct Debit Service Agreement with CALOUNDRA CHRISTIAN COLLEGE (ABN 77 105 326 814). It explains what your obligations are when undertaking a Direct Debit Agreement with us. It also details what our obligations are to you as your Direct Debit provider.

Please keep with agreement for future reference. It forms part of the terms and conditions of your Direct Debit Agreement and should be read in conjunction with your Direct Debit Authorisation (see reverse).

Contact Details

You can contact us by:-

Phone:
(07) 5436 6777

Email:
finance@calcc.qld.edu.au

Direct Debit Agreement Terms and Conditions

1. Confidentiality

- We will keep all information pertaining to your Direct Debit Agreement private and confidential. However, in the event that you lodge a claim in relation to an alleged incorrect or wrongful debit, it may be necessary for us to release such information to your financial institution or its representative, or to our financial institution or its representative to enable your claim to be assessed.

2. You can

- As an account holder you can dispute any direct debit at any time by contacting us in the first instance, or your financial institution.
- As an account holder you can request us to alter the direct debit agreement.
- As an account holder you can terminate, alter or suspend the deductions by contact the College using the details above, not less than three (3) days before the next scheduled date of debit.

3. Your Responsibilities

- It is your responsibility to ensure that sufficient cleared funds are available in your nominated account on the due date. If there are insufficient funds available, the financial institution (where you hold your nominated account) may charge you a fee.
- It is your responsibility to ensure that any dishonoured payments are rectified and paid in full within 14 days unless an alternative arrangement has been approved by our finance department.
- It is your responsibility to ensure that the account you nominate permits direct debiting.
- It is your responsibility to ensure the authorisation given to draw on your nominated account is identical to the account signing instruction held by the financial institution where your nominated account is held.
- It is your responsibility to ensure that you notify us if your nominated account is transferred or closed.

4. We will

- We will initiate debits to your nominated account in accordance with the instructions on the Direct Debit Agreement which will be held by us.
- We will arrange your direct debit in accordance with your request within ten (10) business days of our receipt of your Direct Debit Agreement. Deductions will occur from the date that you nominate as your start date. Where the day in a month falls on a non-banking day, the debit will be processed on the next banking day.
- We will give at least 14 days written notice should we vary this Service Agreement.

5. Addition/Inclusion of Bus fees

- Upon completion of a Bus Application Form and the approval of the Bus Co-Ordinator, 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 payment days for the current year. The College will give 14 days' notice of these changes.

6. Increase/Decrease of Payment Plan Amount

- The College will not increase the payment amount without giving 14 days notice to the account holder.
- If the College identifies that the account holder is over paying their fees, the College will immediately recalculate the payment amount and reduce the amount of the payment plan. The College will give 14 days' notice of these changes.

7. General

- Deductions made under the authority of your Direct Debit Agreement will be treated as payments to your Caloundra Christian College fee account and appear on your statement of account.
- All enquiries, disputes, requests for payment changes or cancellation should be directed to us in the first instance. If we cannot resolve the dispute you can contact your financial institution (where you hold your nominated account). Your financial institution will then commence a formal claims procedure on your behalf.