



PERIODICAL DIRECT DEBIT AUTHORISATION 2024

Managed by: Diocese of Sandhurst Development Fund

PARENT/GUARDIAN'S NAME:
FAMILY CODE: _____ (located on fee payer statement)

REQUEST AND AUTHORITY TO DEBIT

Request and authorise Diocesan Development Fund, Debit User Identification number **268894** to arrange, through its own financial institution, for any amount Diocesan Development Fund may debit or charge you to be debited through the Bulk Electronic Clearing System from an account held at the financial institution identified below and Paid to the Debit User, subject to the terms and conditions of the Direct Debit Request Service Agreement overleaf.

PAYMENT DETAILS *(This payment is for School fees on behalf of Galen Catholic College)*

OPTION 1: BANK ACCOUNT			
Financial Institution name:	_____		
Amount to be debited:	\$ _____ or allow office to calculate		
Account Name:	_____		
BSB and Account Number:	_____ - _____		
Preferred Deduction Day:	Mon	Tue	Wed (please circle) Commencement Date: ____ / ____ / 2024
OPTION 2: CREDIT CARD <i>(Processed first weekday of every month)</i>			
Credit card type:	<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard		
Amount to be debited per month:	\$ _____		
Name on card:	_____		
Card number	_____		
Expiry date:	____ / ____		
PAYMENT DETAILS (balance divided by total instalments)			
Frequency		Total instalments	
Weekly		48	
Fortnightly		26	
Monthly First Friday of the month		12	
Quarterly First Friday of the month		4	
Yearly 28 February 2024		1	
Other		Please email fees@galen.vic.edu.au to discuss alternative payment arrangements.	

DIRECT DEBIT AUTHORISATION FOR BANK ACCOUNT OR CREDIT CARD *(please initial)*

I/we have read/understood that:	Initial
<ul style="list-style-type: none">➤ The Service Agreement overleaf and acknowledge and agree to it.➤ This arrangement remains in force in accordance with the schedule described above and in compliance with the Service Agreement, see overleaf for Agreement.➤ This Agreement may be altered by contacting Elisabet Pendavingh on (03) 5721 6322 or fees@galen.vic.edu.au➤ This Agreement is an annual agreement and must be completed by the beginning of every school year.	
..... Signature 1 Signature 2 (if required)
/...../..... Date

PERIODICAL DIRECT DEBIT AUTHORISATION 2024

The following is your Periodical Debit Service Agreement with Galen Catholic College (ABN 65 163 726 691). The agreement is designed to explain what your obligations are when undertaking a Periodical Debit arrangement with us. It also details what our obligations are to you as your Periodical Debit Provider.

PERIODICAL DIRECT DEBIT ARRANGEMENTS

Your signature on the Periodical Debit Authority form allows us to debit your nominated account/card in the manner referred to. If a periodical debit falls on a day, which is not a business day, the drawing will be made on the next business day. We will keep your records and account details confidential, except where the disclosure of certain information to your financial institution is necessary to enable us to act in accordance with your drawing arrangements. We may disclose the information in the event of a claim or relating to an alleged incorrect or wrongful debit, or otherwise as required by law. If you believe that there has been an error in debiting your account, you should notify the Family Payments and Support Officer as soon as possible and we will endeavor to respond to your dispute within 5 business days of receipt.

YOUR RIGHTS

You can cancel, alter or suspend your drawing arrangements at any time by notifying the Family Payments and Support Officer, as least 5 business days before the cancellation, alteration or suspension is to take effect. You can also stop or defer an individual drawing by notifying us at least 5 business days before the date that the drawing is to be made. Any amendments should be made in writing to fees@galen.vic.edu.au

YOUR RESPONSIBILITIES

It is your responsibility to:

- Ensure you check and communicate any discrepancies to the Fees Administration Officer. Advice of payments will be via monthly statements and upon settlement of your account.
- Ensure that your designated account can accept direct debits. Direct debiting may not be available on all accounts, so please check with your financial institution.
- Check that you have filled in your correct account details on the Periodical Debit Authority.
- Ensure that there are sufficient cleared funds in your nominated account by the due date to enable drawings to be made in accordance with your drawing arrangements. If there are insufficient clear funds in your account to meet a debit payment:
 - You may be charged a fee and/or interest by your financial institution.
 - 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 next debit payment.
- Notify us immediately if your nominated account is transferred, closed or any other account details change.
- Arrange a timely and suitable alternative payment method if your drawing arrangements are cancelled.

FINANCE TEAM CONTACT DETAILS

Email	fees@galen.vic.edu.au
Family Payments & Support	Elisabet Pendavingh 03 5721 6322
Director Financial Services	Carolyn Shaw 03 5721 6322
Contact details Sandhurst Development Fund:	172-174 McCrae Street (P.O. Box 201) BENDIGO VIC 3552 Telephone: (03) 5445 3606 Email: ddf@sandhurst.catholic.org.au