



## DIRECT DEBIT AUTHORITY AND SERVICE AGREEMENT 2020

### Direct Debit Authority

<b>Student Details</b>	<b>Name of Student(s)</b>

<b>Parent Authority</b>	<b>Name of Parent(s)</b>

<b>Family Code (if known)</b>

<b>Residential Address</b>
<b>Suburb:</b> <span style="float: right;"><b>Post Code:</b></span>

I/We request and authorise **The Essington International School Darwin (Debit User ID [\*])** to arrange, through its own financial institution, a debit to my/our nominated bank account through the Bulk Electronic Clearing System (BECS) or nominated credit card on the **22<sup>nd</sup> Day of each month** any amount The Essington International School has deemed payable according to the notice sent to me/us on the **1<sup>st</sup> day of each month**.

I/We request that you debit my/our nominated **Bank Account / Credit Card\***

**\*delete which is not applicable**

By signing and/or providing The Essington International School Darwin with a valid instruction in respect to your Direct Debit Authority, you have understood and agreed to the terms and conditions governing the debit arrangements between you and The Essington International School Darwin as set out in this Authority and in your Direct Debit Authority Service Agreement.

**Signature:** \_\_\_\_\_ **Date:** \_/\_\_\_\_\_/\_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_/\_\_\_\_\_/\_\_\_\_\_

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### NOMINATED FINANCIAL DETAILS

Details of the  
Bank Account to  
be debited

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

Name of the Account Holder(s)

BSB    \_ \_ \_ - \_ \_ \_    Account Number: \_ \_ \_ \_ \_

Details of the  
Cred Card to be  
debited

Name appearing on the Card:

Card Type (please circle)

Visa / Mastercard / AMEX

Card Number

Expiry

\_ \_ \_ \_ \_

\_ \_ / \_ \_

*Please note: Once we have entered your card details into our system, the details will be held in a fully-compliant tokenised format and this sheet will be securely destroyed*



## DIRECT DEBIT REQUEST SERVICE AGREEMENT

This is your Direct Debit Request Service Agreement (DDRSA) with **The Essington International School Darwin (Debit User ID: )**. It explains 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. Please keep this document 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 Direct Debit Request Authorisation.

### 1. Debiting your bank account or credit card

By signing a DDR, you have authorised us to arrange for funds to be debited from your nominated bank account or credit card. You should refer to the DDR and this agreement for the terms of the arrangement between us and you

We will only arrange for funds to be debited if we have sent to the email / postal address previously nominated by you, a notice which specifies the amount payable by you to us. The notice will be sent no later than the **1<sup>st</sup> day of each month** from **February 2020** through to and including **November 2020**.

Funds will be debited from your account on the **22<sup>nd</sup> day of each month** (the “debit day”) from **February 2020** through to and including **November 2020**. If the debit day falls on a day that is not a banking day, we will direct your financial institution to debit your nominated account on the last banking day immediately prior to the 22<sup>nd</sup> of the month. If you are unsure about which day your bank account or credit card has or will be debited you should ask your financial institution.

### 2. Amendments by us

We may vary any details of this agreement or a DDR at any time by giving you at least fourteen (14) days written notice.

### 3. Amendments by you

You may change, stop or defer a debit payment, or terminate this agreement by providing us with at least five (5) days notification in writing or by telephone.

If you do elect to stop or defer a debit payment, or terminate this agreement, the ongoing enrolment of your children may be jeopardised unless alternative arrangements that satisfy the School’s requirements are agreed to by the School at its sole discretion.

### 4. Your obligations

4.1 It is your responsibility to ensure that there are sufficient clear funds available in your nominated bank account or sufficient available credit on your credit card to allow a debit payment to be made in accordance with the DDR. If there are insufficient clear funds available in your nominated bank account or insufficient credit available on your credit card to meet a debit payment:

- You may be charged a fee and/or interest by your financial institution,
- You may also incur fees or charges imposed by us; and
- 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 nominated bank account or credit card are correct.

- 4.2 The nominated bank account or credit card details should be checked against a recent statement from your financial institution. If you are in any doubt, you should check with your financial institution before completing the Direct Debit Request. It is your responsibility to advise us if your nominated bank account or credit card is altered, transferred or closed.
- 4.3 Please be aware that if nominating a bank account for debit payments, you should check with your financial institution whether direct debiting is available from your account as direct debiting is not available through Bulk Electronic Clearing System (BECS) on all accounts offered by financial institutions.

**5. Agreement forms part of the terms and conditions of enrolment**

This DDR arrangement forms part of the terms and conditions of enrolment for the students covered by this arrangement and is to be read in conjunction with the enrolment agreement.

**6. Dispute**

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

**7. Confidentiality**

We will keep any information 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 to the extent specifically required by law or for the purpose of this agreement (including disclosing information in connection with any query or claim).

**8. Notice**

If you wish to notify us in writing about anything relating to this agreement, you should write to us at:

Email: [fees@essington.nt.edu.au](mailto:fees@essington.nt.edu.au)

Post: PO Box 42321  
CASUARINA NT 0811

We may send notices either electronically to your email address or by ordinary post to the address you have given us.

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