



2025 DIRECT DEBIT REQUEST

Request to establish Debit Authority
within the Direct Debit System

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I/We _____ ,
Customer Name(s) giving Direct Debit Request

Customer Residential Address

Postcode _____

Authorise **Sacred Heart School** with User ID Number **204042**

to arrange for funds to be debited from my/our account, held with the Financial Institution identified above, as described in The Schedule below.

Payment Details:

The payment is for: **School Fees**

Identified by Reference Information :
(School Fee Payer Number and Surname)

The Schedule

Details of account to be debited:

Account held in the name(s) of: _____

Financial Institution's BSB :

Account Number: _____

(Please check with your Financial Institution to ensure the account nominated will facilitate direct debiting. See attached Service Agreement Clause 5.)

Bank Name: _____ Branch: _____

Please circle Preference:

Fortnightly Monthly Term (Terms 1,2 & 3) Once only – Date _____

Direct Debit Request Authorisation

I/We have read and understood the "Service Agreement" overleaf and acknowledge and agree to it.

I/We request this Arrangement remain in force in accordance with The Schedule described above and in compliance with the "Service Agreement" overleaf.

Customer(s) Signature: _____ Date: _____

Date: _____

Office use only: Date received: ____ / ____ / ____ Regular amount to be taken out : \$ _____

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Service Agreement

1. **Sacred Heart School** (the “Debit User”) will debit the BSB/Account nominated in The Schedule of this Direct Debit Request as specified.
2. The Debit User will give not less than 14 days written notice to the customer should it propose to vary the arrangements of this Direct Debit Request.
3. The customer(s) may request the Debit User to defer or alter the payment amount specified in the Schedule of this Direct Debit Request. Requests authorising these changes may be made by phoning or visiting any branch of the **Sacred Heart School**. Customer(s) may change the:
 - Due Date of Payment
 - Payment Amount
 - Frequency of Payment

Customer(s) wishing to vary the drawing account details specified in The Schedule of this Direct Debit Request must provide signed authority for
Such changes to be effected.

4. In compliance with the Industry’s Direct Debit Claims Process, the Debit User will assist customer(s) disputing any payment amount drawn on the nominated BSB/Account in The Schedule of this Direct Debit Request. The Debit User will endeavor to resolve this matter within the Industry agreed timeframes. Customer(s) may visit any branch of their bank and complete a “Direct Debit System Claim Request” form to initiate the process.
5. The Debit User advises that some Financial Institution accounts do not facilitate direct debits and as such the customer(s) must check with their Financial Institution (Ledger FI) to ensure the account nominated in The Schedule of this Direct Debit Request enables direct debiting.
6. It is the customer(s) responsibility to ensure at all times there is sufficient cleared funds available, at the due date of the debit drawing, to enable payment from the BSB/Account as nominated in The Schedule of this Direct Debit Request.
7. The Debit User advises the debit drawing will be made on the agreed due date as nominated in The Schedule of this Direct Debit Request. When the due date is a closed business day the Debit User will initiate the debit drawing on the next open business date. Customer(s) may direct processing inquiries to their Ledger FI.

A closed business day is defined as any calendar day on which the customer(s) Ledger FI is not open for direct debit processing. That is

- Weekends
 - Public Holiday – State
 - Public Holiday – National
8. Where an unpaid debit item is returned by the customer(s) Ledger FI, the Debit User will, in accordance with The Schedule of **Sacred Heart School Fees & Charges**, apply an Outward Dishonor Fee to the customer(s) recipient account.
 9. Customer(s) who wish to cancel this Direct Debit Request must notify the Debit User in writing not less than 7 days before the next scheduled debit drawing. This request may be directed to the Debit User or to their Ledger FI for actioning.
 10. The Debit User requests the customer(s) to direct all inquires, disputes requests for payment changes or cancellation directly to the Debit User.
 11. The Debit User agrees to keep confidential all customer(s) records and account details contained in The Schedule of this Direct Debit Request unless authorised to release such information pursuant to a debit item dispute or similar event where the customer(s) has provided prior consent to do so.

Direct Debit Fortnightly & Monthly Processing Dates 2024

MONTHLY (Thursdays)

6/03/2025
3/04/2025
1/05/2025
5/06/2025
3/07/2025
7/08/2025
4/09/2025
2/10/2025
6/11/2025
4/12/2025

FORTNIGHTLY (Fridays)

7/03/2025
21/03/2025
4/04/2025
18/04/2025
2/05/2025
16/05/2025
30/05/2025
13/06/2025
27/06/2025
11/07/2025
25/07/2025
8/08/2025
22/08/2025
5/09/2025
19/09/2025
3/10/2025
17/10/2025
31/10/2025
14/11/2025
28/11/2025

TERM PAYMENTS (Thursdays)

27/03/2025
26/06/2025
18/09/2025

Monthly payments - 10 payments on 1st Thursday of month commencing 6/3/2025

Fortnightly payments – 20 payments commencing on Friday 7/3/2025

Term Payments – last day Thursday of Terms 1, 2 & 3