



Direct Debit Request

Please complete this authority to debit **either** your

- Bank Account – fill in **Section A**, or
- Credit Card – fill in **Section B overleaf**

Section A – Direct Debit Request (DDR)

Customer Authority (for amounts to be deducted from an account)

Name of customer/s giving the DDR
I/We

authorise and request Waverley Christian College Inc, APCA User ID Number 062159, to arrange for funds to be debited from my/our account at the financial institution identified and as prescribed below through the Bulk Electronic Clearing System (BECS).

Daytime Telephone Number

Name/Year Level of Eldest Child

Details of the Account to be Debited

Name of the Financial Institution Branch Name

Account Name (please insert your name in full)

BSB number - Account Number

Payment Options (Please tick one)

Monthly Fortnightly

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

I/We acknowledge that this Direct Debit arrangement is governed by the terms of the Direct Debit Request Service Agreement and is to remain in force in accordance with the terms and conditions described in that Service Agreement.

Signature	Date	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please note Direct Debiting is not available on the full range of accounts, if in doubt, please refer to your financial institution/s.

Waverley Christian College

Direct Debit Request (DDR) Service Agreement



1. Waverley Christian College Inc ("The College") ABN 48 847 193 961 will initiate to periodically debit your nominated Account/Credit Card for the agreed amount for current school fees (and arrears if applicable).
2. The customer will be sent a copy of the College's Fee Schedule annually before the beginning of each school year. Direct debit amounts include Tuition Fees, Capital Levies, Camp Fees and any other levy fees or costs as detailed in your annual invoice.
3. The direct debit amount is calculated as follows:
Fortnightly – divide total by 22 (11 monthly billings January to November inclusive)
Monthly – divide total by 11 (January to November inclusive)

If you are unsure of the amount that will be debited please contact the Accounts Office or email schoolfees@wcc.vic.edu.au.
4. **Direct debits will recommence each school year.** All families using the direct debit service will receive a letter outlining the new direct debit amount in January each year.
5. **New families** wanting to utilise the direct debit service must submit the Direct Debit Request Form to Accounts no later than the 2nd of January.
6. The College agrees to provide you no less than 14 days notice if it proposes to vary the initial terms of the arrangement.
7. You may request deferment of or alteration to the agreed drawing schedule by writing to the College in the first instance. The College reserves the right to decline this request.
8. You can stop individual debits or cancel a Direct Debit Request (DDR) by writing to the College, in the first instance. (*Short notice changes cannot always be guaranteed*).
9. In the event that you disagree with any debit under the arrangement with the College, you should call the College on 9871 8600, 8.30am to 5pm Monday to Friday, in the first instance.
10. When the due date for payment falls on a day that is not a business day, the College will debit the Customer on the following business day.
(*Please note : drawings continue as normal during the school term breaks*).
11. For the final direct debit payment, the College will vary the agreed amount by no more or no less than \$1 in order to finalise the Customer's annual account. For variances greater than \$1, a written notice will be sent to the Customer for their approval.
12. Direct debiting may not be available on the full range of customer accounts and the Customer should check directly with their financial institution before submitting the Direct Debit Request form.
13. It is your responsibility to ensure that on the drawing date, there are sufficient cleared funds in the nominated account and that you advise us if the nominated account is transferred or closed.
14. In the event that the Customer's Financial Institution refuses to pay any debit made under the arrangement, the College will pass on any related bank fees to the Customer. The College will write to the customer requesting alternative payment arrangements.
15. Any information supplied by the Customer will remain confidential and will only be disclosed if authorised by the Customer or where required by law.

Please retain this copy for your records.