



# Direct Debit Standing Authority

**Request and Authority to debit the account named below to pay  
 Glenaeon Rudolf Steiner School Limited**

<p><b>Payment Details</b></p> <p><b>PART A: SCHOOL FEES:</b>  <b>Tuition Fees, Class Activity Fees,        GPA &amp; CIP Levies.</b></p> <p>Ten payments per year (February to November) on the 26<sup>th</sup> of each month (or closest business day).</p>	<p><b>Parent Details:</b></p> <p>Surname: _____ First Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>Student/s Full Name/s: _____</p>
<p><b>PART B: OUTLAYS</b>  <b>All incidental charges</b></p> <p>One payment per term (Apr – for term 1 outlays, Jul – for term 2 outlays, Oct – for term 3 outlays, and Dec – for term 4 and final year outlays).</p>	<p><b>Direct Debit Request Bank Account:</b></p> <p>Financial institution name _____</p> <p>Branch _____</p> <p>Name of Account Holders _____</p> <p>BSB Number: _____ Account Number: _____</p> <p>Account Holders signature/s: _____</p>
<p><b>Voluntary Contributions</b></p> <p><input type="checkbox"/> Please indicate if you would <b>not</b> like to participate in the tax deductible donation to the Building Fund (\$80 per month)</p> <p><b>PLEASE NOTE THAT YOU ARE AGREEING TO PAY BOTH PART A (SCHOOL FEES) AND PART B (OUTLAYS) ON THIS FORM.</b> You must agree to both Part A and Part B to use this Direct Debit Authority Form.</p>	<p><b>OR Credit Card:</b></p> <p>Visa/Mastercard/Amex (please circle)</p> <p>Name/s on Card _____</p> <p>Card # _____</p> <p>_____</p> <p>Exp. Date : ____ / ____ (Note a surcharge of 1% will be charged for credit card payments)</p> <p>Signature of card holder: _____</p> <p><i>(when your credit card expires please ensure you contact accounts 9932 2310 to advise the new expiry date)</i></p>

Your name \_\_\_\_\_ “you” request and authorise **Glenaeon Rudolf Steiner School Limited User Id 394733** to arrange, through its own financial institution, a debit to your nominated account any amount **Glenaeon Rudolf Steiner School Limited**, has deemed payable by you. This debit or charge will be made through the Bulk Electronic Clearing System (BECS) from your account held at the financial institution you have nominated below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement. By signing and/or providing us with a valid instruction in respect to your Direct Debit Request, you have understood and agreed to the terms and conditions governing the debit arrangements between you and **Glenaeon Rudolf Steiner School Limited** as set out in this Request and in your Direct Debit Request Service Agreement. You understand that this arrangement shall remain in force for the duration of your children/s enrolment.

Parent 1/Guardian’s signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent 2/Guardian’s signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Direct Debit Request Service Agreement

This is your Direct Debit Service Agreement with **Glenaeon Rudolf Steiner School Limited ABN 94 000 385 768 User 394733** 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 agreement 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 DDR authorisation.

<p><b>Definitions</b></p>	<p><b>account</b> means the account held at <i>your financial institution</i> from which we are authorised to arrange for funds to be debited.</p> <p><b>agreement</b> means this Direct Debit Request Service Agreement between <i>you</i> and <i>us</i>.</p> <p><b>banking day</b> means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.</p> <p><b>debit day</b> means the day that payment by <i>you</i> to <i>us</i> is due.</p> <p><b>debit payment</b> means a particular transaction where a debit is made.</p> <p><b>direct debit request</b> means the Direct Debit Request between <i>us</i> and <i>you</i>.</p> <p><b>us</b> or <b>we</b> means <b>Glenaeon Rudolf Steiner School Limited</b>, (the Debit User) <i>you</i> have authorised by requesting a <i>Direct Debit Request</i>.</p> <p><b>you</b> means the customer who has signed or authorised by other means the <i>Direct Debit Request</i>.</p> <p><b>your financial institution</b> means the financial institution nominated by <i>you</i> on the DDR at which the <i>account</i> is maintained.</p>
<p><b>1. Debiting your account</b></p>	<p>1.1 By signing a <i>Direct Debit Request</i> or by providing <i>us</i> with a valid instruction, <i>you</i> have authorised <i>us</i> to arrange for funds to be debited from <i>your account</i>. <i>You</i> should refer to the <i>Direct Debit Request</i> and this <i>agreement</i> for the terms of the arrangement between <i>us</i> and <i>you</i>.</p> <p>1.2 We will only arrange for funds to be debited from <i>your account</i> as authorised in the <i>Direct Debit Request</i>. <b>Or</b></p> <p>We will only arrange for funds to be debited from <i>your account</i> if <i>we</i> have sent to the address nominated by <i>you</i> in the <i>Direct Debit Request</i>, a billing advice which specifies the amount payable by <i>you</i> to <i>us</i> and when it is due.</p> <p>1.3 If the <i>debit day</i> falls on a day that is not a <i>banking day</i>, <i>we</i> may direct <i>your financial institution</i> to debit <i>your account</i> on the following <i>banking day</i>. If <i>you</i> are unsure about which day <i>your account</i> has or will be debited <i>you</i> should ask <i>your financial institution</i>.</p>
<p><b>2. Amendments by us</b></p>	<p>2.1 We may vary any details of this <i>agreement</i> or a <i>Direct Debit Request</i> at any time by giving <i>you</i> at least fourteen <b>(14) days</b> written notice.</p>
<p><b>3. Amendments by you</b></p>	<p>3.1 <i>You</i> may change*, stop or defer a debit payment, or terminate this agreement by providing <i>us</i> with at least fourteen <b>(14 days)</b> notification by writing to:</p> <p><b>Accounts Office C/O Glenaeon Rudolf Steiner School Limited, 5a Glenroy Avenue, Middle Cove NSW 2068 or</b></p> <p>by telephoning <i>us</i> on <b>02 99322310</b> during business hours; <b>or</b></p> <p>arranging it through your own financial institution, which is required to act promptly on your instructions.</p> <p>*Note: in relation to the above reference to 'change', your financial institution may 'change' your debit payment only to the extent of advising <i>us</i> <b>Glenaeon Rudolf Steiner School Limited</b> your new account details.</p>

<p><b>4. Your obligations</b></p>	<p>4.1 It is <i>your</i> responsibility to ensure that there are sufficient cleared funds available in <i>your</i> account to allow a <i>debit payment</i> to be made in accordance with the <i>Direct Debit Request</i>.</p> <p>4.2 If there are insufficient cleared funds in <i>your account</i> to meet a <i>debit payment</i>:</p> <p>(a) <i>you</i> may be charged a fee and/or interest by <i>your financial institution</i>;</p> <p>(b) <i>you</i> may also incur fees or charges imposed or incurred by <i>us</i>; and</p> <p>(c) <i>you</i> must arrange for the <i>debit payment</i> to be made by another method or arrange for sufficient cleared funds to be in <i>your account</i> by an agreed time so that <i>we</i> can process the <i>debit payment</i>.</p> <p>4.3 <i>You</i> should check <i>your account</i> statement to verify that the amounts debited from <i>your account</i> are correct</p>
<p><b>5 Dispute</b></p>	<p>5.1 If <i>you</i> believe that there has been an error in debiting <i>your account</i>, <i>you</i> should notify <i>us</i> directly on <b>02 99322310</b> and confirm that notice in writing with <i>us</i> as soon as possible so that <i>we</i> can resolve <i>your</i> query more quickly. Alternatively <i>you</i> can take it up directly with <i>your</i> financial institution.</p> <p>5.2 If <i>we</i> conclude as a result of our investigations that <i>your account</i> has been incorrectly debited <i>we</i> will respond to <i>your</i> query by arranging for <i>your financial institution</i> to adjust <i>your account</i> (including interest and charges) accordingly. <i>We</i> will also notify <i>you</i> in writing of the amount by which <i>your account</i> has been adjusted.</p> <p>5.3 If <i>we</i> conclude as a result of our investigations that <i>your account</i> has not been incorrectly debited <i>we</i> will respond to <i>your</i> query by providing <i>you</i> with reasons and any evidence for this finding in writing.</p>
<p><b>6. Accounts</b></p>	<p><i>You</i> should check:</p> <p>(a) with <i>your financial institution</i> whether direct debiting is available from <i>your account</i> as direct debiting is not available on all accounts offered by financial institutions.</p> <p>(b) <i>your account</i> details which <i>you</i> have provided to <i>us</i> are correct by checking them against a recent <i>account</i> statement; and</p> <p>(c) with <i>your financial institution</i> before completing the <i>Direct Debit Request</i> if <i>you</i> have any queries about how to complete the <i>Direct Debit Request</i>.</p>
<p><b>7. Confidentiality</b></p>	<p>7.1 <i>We</i> will keep any information (including <i>your account</i> details) in <i>your Direct Debit Request</i> confidential. <i>We</i> will make reasonable efforts to keep any such information that <i>we</i> have about <i>you</i> secure and to ensure that any of <i>our</i> employees or agents who have access to information about <i>you</i> do not make any unauthorised use, modification, reproduction or disclosure of that information.</p> <p>7.2 <i>We</i> will only disclose information that <i>we</i> have about <i>you</i>:</p> <p>(a) to the extent specifically required by law; or</p> <p>(b) for the purposes of this <i>agreement</i> (including disclosing information in connection with any query or claim).</p>
<p><b>8. Notice</b></p>	<p>8.1 If <i>you</i> wish to notify <i>us</i> in writing about anything relating to this <i>agreement</i>, <i>you</i> should write to</p> <p><b>Accounts Office, C/O Glenaeon Rudolf Steiner School Limited, 5a Glenroy Avenue, Middle Cove NSW 2068</b></p> <p>8.2 <i>We</i> will notify <i>you</i> by sending a notice in the ordinary post to the address <i>you</i> have given <i>us</i> in the <i>Direct Debit Request</i>.</p> <p>8.3 Any notice will be deemed to have been received on the third <i>banking</i> day after posting.</p>

*Thank you for completing this form.*