

LIVING WATERS LUTHERAN COLLEGE

Postal Address: PO Box 997, ROCKINGHAM DC, WA 6968
 Tel: (08) 9593 1211
 Fax: (08)9593 6010
 Email: accounts@livingwaters.wa.edu.au

Direct Debit Request

Request and Authority to debit the account named below to pay Living Waters Lutheran College

Request and Authority to debit

Your Surname or company name _____

Your Given names or ABN/ARBN _____ "you"

Address _____

request and authorise Living Waters Lutheran College (ID: 468848) to arrange, through its own financial institution, a debit to your nominated account any amount Living Waters Lutheran College 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.

Insert the name and address of financial institution at which account is held

Financial institution name _____

Address _____

Insert details of account to be debited

Name/s on account _____

BSB number (Must be 6 Digits) |__|_|_|_| - |__|_|_|_|

Account number |__|_|_|_|_|_|_|_|_|_|_|_|_|_|_|

Initial Arrangement

Direct Debit to commence on (date): __/__/__ Amount: \$_____

Frequency (please tick one): Weekly (Friday) ☐ Fortnightly (Friday) ☐

Monthly 7th ☐ Monthly 14th ☐ Monthly 21st ☐ Monthly 28th ☐

Acknowledgment

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 Living Waters Lutheran College as set out in this Request and in your Direct Debit Request Service Agreement.

Insert your signature

Signature _____

(If signing for a company, sign and print full name and capacity for signing eg. director)

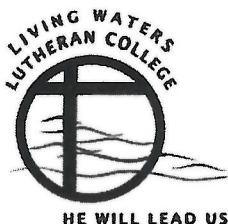
Date __/__/__

Second account signatory (if required)

Signature _____

(If signing for a company, sign and print full name and capacity for signing eg. director)

Date __/__/__

	<p>LIVING WATERS LUTHERAN COLLEGE</p> <p>Postal Address: PO Box 997, ROCKINGHAM DC, WA 6968</p> <p>Tel: (08) 9593 1211</p> <p>Fax: (08)9593 6010</p> <p>Email: accounts@livingwaters.wa.edu.au</p>
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Direct Debit Request Service Agreement

This is your Direct Debit Service Agreement with Living Waters Lutheran College (ID: 468848, ABN 78 752 289 727). 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.

Definitions

account means the account held at *your financial institution* from which we are authorised to arrange for funds to be debited.

agreement means this Direct Debit Request Service Agreement between *you* and *us*.

banking day means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.

debit day means the day that payment by *you* to *us* is due.

debit payment means a particular transaction where a debit is made.

direct debit request means the Direct Debit Request between *us* and *you*.

us or we means Living Waters Lutheran College, (the Debit User) *you* have authorised by requesting a *Direct Debit Request*.

you means the customer who has signed or authorised by other means the *Direct Debit Request*.

your financial institution means the financial institution nominated by *you* on the DDR at which the **account** is maintained.

1. Debiting your account

- 1.1 By signing a *Direct Debit Request* or by providing *us* with a valid instruction, *you* have authorised *us* to arrange for funds to be debited from *your account*. *You* should refer to the *Direct Debit Request* and this *agreement* for the terms of the arrangement between *us* and *you*.
- 1.2 We will only arrange for funds to be debited from *your account* as authorised in the *Direct Debit Request*.
or
We will only arrange for funds to be debited from *your account* if *we* have sent to the address nominated by *you* in the *Direct Debit Request*, a billing advice which specifies the amount payable by *you* to *us* and when it is due
- 1.3 If the *debit day* falls on a day that is not a *banking day*, *we* may direct *your financial institution* to debit *your account* on the following *banking day*. If *you* are unsure about which day *your account* 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 *Direct Debit Request* 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 5 working days notification by writing to:

The Bursar, Living Waters Lutheran College, PO Box 997, ROCKINGHAM, WA 6968

or

by telephoning *us* on (08) 9593 1211 during business hours;

or

arranging it through your own financial institution, which is required to act promptly on your instructions.

*Note: in relation to the above reference to 'change', your financial institution may 'change' your debit payment only to the extent of advising *us* Living Waters Lutheran College of your new account details.

4. Your obligations

- 4.1 It is *your* responsibility to ensure that there are sufficient clear funds available in *your* account to allow a *debit payment* to be made in accordance with the *Direct Debit Request*.
- 4.2 If there are insufficient clear funds in *your* account to meet a *debit payment*:
 - (a) *you* may be charged a fee and/or interest by *your financial institution*;
 - (b) *you* may also incur fees or charges imposed or incurred by *us*; and
 - (c) *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*.
- 4.3 *You* should check *your* account statement to verify that the amounts debited from *your* account are correct.

5. Dispute

- 5.1 If *you* believe that there has been an error in debiting *your* account, *you* should notify *us* directly on (08) 9593 1211 and confirm that notice in writing with *us* as soon as possible so that *we* can resolve *your* query more quickly. Alternatively *you* can take it up directly with *your* financial institution.
- 5.2 If *we* conclude as a result of *our* investigations that *your* account has been incorrectly debited *we* will respond to *your* query by arranging for *your financial institution* to adjust *your* account (including interest and charges) accordingly. *We* will also notify *you* in writing of the amount by which *your* account has been adjusted.
- 5.3 If *we* conclude as a result of *our* investigations that *your* account has not been incorrectly debited *we* will respond to *your* query by providing *you* with reasons and any evidence for this finding in writing.

6. Accounts

You should check:

- (a) with *your financial institution* whether direct debiting is available from *your* account as direct debiting is not available on all accounts offered by financial institutions.
- (b) *your* account details which *you* have provided to *us* are correct by checking them against a recent account statement; and
- (c) with *your financial institution* before completing the *Direct Debit Request* if *you* have any queries about how to complete the *Direct Debit Request*.

7. Confidentiality

- 7.1 *We* will keep any information (including *your* account details) 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.
- 7.2 *We* will only disclose information that *we* have about *you*:
 - (a) to the extent specifically required by law; or
 - (b) for the purposes of this *agreement* (including disclosing information in connection with any query or claim).

8. Notice

- 8.1 If *you* wish to notify *us* in writing about anything relating to this *agreement*, *you* should write to: The Bursar, Living Waters Lutheran College, PO Box 997, ROCKINGHAM, WA 6968.
- 8.2 *We* will notify *you* by sending a notice in the ordinary post to the address *you* have given *us* in the *Direct Debit Request*.
- 8.3 Any notice will be deemed to have been received on the third *banking day* after posting.

END