



REMINDER - SCHOOL PAYMENT OPTIONS AND METHODS – SCHOOL EASYPAY

Living Waters Lutheran College takes the opportunity to remind you of the credit card payment options available at our school, to pay for your child's tuition and other school related charges during the year.

School EasyPay benefits to you include:

- ✓ **Australian Owned and Based** - Office and support team are located in Balmain, Sydney NSW
- ✓ **PCI Compliant** – Secure, safe online payment portal. Card numbers are tokenised and never stored.
- ✓ **Online Payment Option** - Secure online payment portal to pay online by credit or debit card.
- ✓ **Save time** - Your fees can be processed automatically when each instalment is due.
- ✓ **Simplified** - Only one form to complete until completion of education.
- ✓ **Email payment confirmation** - Informing you every time a payment is made.
- ✓ **Multiple payment options** - Choose credit card or debit card.



Should you choose to pay by Credit card, Debit card or Bank Direct Debit, you can do so by completing the attached form and returning it the College by:

- Email to: finance@livingwaters.wa.edu.au
- Mail - Post to:
Bursar
P.O Box 997
Rockingham DC 6968 WA
- Deliver in person to:
Living Waters Lutheran College
176 Currie Street
WARNBRO WA 6169

Please feel free to contact me with any questions.

Yours Sincerely,

Diane Hawley, Bursar
Living Waters Lutheran College



School EasyPay provided by Zenith Payments Pty Ltd ABN 71 083 359 684.
Credit card reward points and interest free days are subject to the terms of your card.

- Purpose with Integrity -



Payment Set Up Form



PARENT/GUARDIAN DETAILS		*Please fill in all fields and complete in CAPITALS.	
Parent Name			
Family ID			
Address			
Date of Birth	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> For Identification purposes only		
Email Address			
Home Phone	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
Payment Confirmation	<input type="checkbox"/> Email		
School Fees Instalment Frequency Please choose from the following options to have your School Fees charged to your account.			
<input type="radio"/> Termly: 4 termly instalments, during the first two weeks of each school term.			
<hr/>			
<input type="radio"/> Monthly: <input type="radio"/> 7 th <input type="radio"/> 14 th <input type="radio"/> 21 st <input type="radio"/> 28 th 10 monthly instalments from February to November each year. Please choose a monthly payment date. Payments will be deducted on this date each month or prior banking day if this date is a weekend or holiday.			
<hr/>			
<input type="radio"/> Fortnightly: 22 fortnightly instalments from February to November each year. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Please indicate a start date so that we can put you on the correct fortnightly cycle.			
<hr/>			
<input type="radio"/> Weekly: 44 weekly instalments from February to November each year.			
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Please note: Instalment amounts will be based on equal shares of your account balance (including all fees for the year), spread over the remaining period of the chosen payment frequency. Account statements will be issued by the College on a termly basis, irrespective of the instalment frequency chosen above.			
You may contact the College to find out details of your account or to make changes to your payment arrangements at any time, by calling 08 9593 1211, or emailing finance@livingwaters.wa.edu.au .			
You may make additional, ad-hoc payments by credit or debit card by visiting www.schooleasypay.com.au/livingwaters or by calling 08 9593 1211 during school office hours,			
CARD OR BANK DETAILS:			
Credit / Debit Card <i>Earn reward points~ and utilise interest free days#</i> 	Card Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
	Expiry Date: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Name on Card:		
Bank Account	BSB:		Account Number:
	Account Holder Name:		
SIGNATURE:			
5. Account Holder Declaration: I/we hereby register with School EasyPay ("SEP") and authorise the College ("College") and SEP to process payments from the bank or card account nominated above in accordance with the Statements provided by the College, this Parent Set Up form (PSF) and the School EasyPay Terms & Conditions (SEPTC) which are available from the College, on www.schooleasypay.com.au or by emailing info@schooleasypay.com.au . By signing this PSF, I confirm the information above is true and correct, that I have read and understood the PSF and the SEPTC, that I agree to be bound by the PSF and the PSF and SEPTC and that I agree that henceforth I am required to maintain at all times an appropriate Direct Debit Authority with the College authorising the College to initiate the direct debit of School fees and other charges payable. I understand that this arrangement will remain in place until such time as it is cancelled by me in writing, or by the College or by SEP. I understand and agree that all payment related queries or disputes should be resolved with the College. Direct Debit Request: I/we hereby request that moneys due in terms of the repayment arrangements covered by this document be drawn by Zenith Payments Pty Ltd t/a School EasyPay (User ID: 428563) under the Direct Debit System from my/our account stated above. I/we acknowledge that this Direct Debiting arrangement is governed by the terms of the Direct Debit Service Agreement received from Zenith Payments Pty Ltd t/a School EasyPay. Transactions will appear on your bank or card statement as "SCHOOL EASYPAY AUSTRALIA ROZELLE"			
Account Holder Signature (Are 2 signatures required?)	<input type="text"/> <input type="text"/>	Date:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
SUBMIT COMPLETED FORM BY:			
Scan & Email: finance@livingwaters.wa.edu.au		Mail: Living Waters Lutheran College, 176 Currie Street, Warnbro, WA 6169	
In Person/Mail: College Reception			

School EasyPay
PO Box 177 Balmain NSW 2041
(02)9556-7590

SUBMIT COMPLETED FORM TO:

Scan&Email – finance@livingwaters.wa.edu.au

In Person / Mail – **College Reception**

Direct Debit Request Service Agreement

This is your Direct Debit Service Agreement with School EasyPay (User ID: 428563), part of Zenith Payments Pty Ltd ABN 71 083 359 684. 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	<p>account means the account held at <i>your financial institution</i> from which we are authorised to arrange for funds to be debited.</p> <p>agreement means this Direct Debit Request Service Agreement between <i>you</i> and <i>us</i>.</p> <p>banking day means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.</p> <p>College means <SCHOOL> College.</p> <p>debit day means the day that payment by <i>you</i> to <i>us</i> is due.</p> <p>debit payment means a particular transaction where a debit is made.</p> <p>direct debit request means the Direct Debit Request between <i>us</i> and <i>you</i>.</p> <p>us or we means School EasyPay, (the Debit User) <i>you</i> have authorised by requesting a <i>Direct Debit Request</i>.</p> <p>you means the customer who has signed or authorised by other means the <i>Direct Debit Request</i>.</p> <p>your financial institution means the financial institution nominated by <i>you</i> on the DDR at which the <i>account</i> is maintained.</p>
1. Debiting your account	<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>. or We will only arrange for funds to be debited from <i>your account</i> if we 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>, we 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>
2. Amendments by us	<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 (14) days written notice.</p>
3. Amendments by you	<p><i>You</i> may change, stop or defer a debit payment, or terminate this agreement by providing your school or us with at least 3 days notification by writing to: School EasyPay, PO Box 177, Balmain, NSW 2041 or by telephoning us on 02 9556 7590 during business hours; or arranging it through your own financial institution, which is required to act promptly on your instructions.</p>
4. Your obligations	<p>4.1 It is <i>your</i> responsibility to ensure that there are sufficient clear funds available in <i>your account</i> 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 clear funds in <i>your account</i> to meet a <i>debit payment</i>:</p> <ul style="list-style-type: none">(a) <i>you</i> may be charged a fee and/or interest by <i>your financial institution</i>;(b) <i>you</i> may also incur fees or charges imposed or incurred by <i>us</i>; and(c) <i>you</i> must arrange for the <i>debit payment</i> to be made by another method or arrange for sufficient clear funds to be in <i>your account</i> by an agreed time so that we can process the <i>debit payment</i>. <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>
5 Dispute	<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 02 95567590 and confirm that notice in writing with <i>us</i> as soon as possible so that we can resolve your query more quickly. Alternatively <i>you</i> can take it up directly with your financial institution.</p> <p>5.2 If we conclude as a result of our investigations that <i>your account</i> has been incorrectly debited we 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. We 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 we conclude as a result of our investigations that <i>your account</i> has not been incorrectly debited we will respond to <i>your</i> query by providing <i>you</i> with reasons and any evidence for this finding in writing.</p>
6. Accounts	<p><i>You</i> should check:</p> <ul style="list-style-type: none">(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.(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(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>.
7. Confidentiality	<p>7.1 We will keep any information (including <i>your account</i> details) in <i>your Direct Debit Request</i> confidential. We will make reasonable efforts to keep any such information that we 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 We will only disclose information that we have about <i>you</i>:</p> <ul style="list-style-type: none">(a) to the extent specifically required by law; or(b) for the purposes of this <i>agreement</i> (including disclosing information in connection with any query or claim).
8. Notice	<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: School EasyPay, PO Box 177 Balmain NSW 2041</p> <p>8.2 We 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 day</i> after posting.</p>