



ARCHDIOCESAN  
DEVELOPMENT  
FUND

DIRECT DEBIT R

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Student / s Name / s:

SECTION 1 - DETAILS OF ACCOUNT AUTHORITY

I / We name of Customer / s)

Authorise the: ARCHDIOCESAN DEVELOPMENT APCA User ID Number 062782

To arrange for funds to be debited from by your address practice the BECS system (BECS). This authorisation is to remain in the Direct Debit Service until further notice.

SECTION 2 - DETAILS OF ACCOUNT TO BE DEBITED

Name of Financial Institution: Branch Location:

BSB No. Account

Account

SECTION 3 - PAYMENT DETAILS (PLEASE ALLOW 3 WORKING DAYS FOR PROCESSING)

I / We request that you debit my Agreement and is subject to the conditions in more of t

Payment Frequency  Weekly  Fortnightly  Monthly  Quarterly  Once only

Number of Instalments Start Payment / y / Date / /

Amount \$: yVu@O 7yku = - k V \ SCHOOL USA# Number:

SECTION 4 - AUTHORITY

I / We acknowledge / we have read and understand the terms and conditions outlined in (please tick)  Direct Debit S

Signature of Customer: Signature of Customer:

Date: / / 2 Date: / / 20

Credit ADF ACC: VV OFFICE USE ONLY Ref



# DIRECT DEBIT SERVICE AGREEMENT - SCHOOLS

## 1. DEBITING YOUR NOMINATED ACCOUNT 5. YOUR OBLIGATIONS

- 1.1. The Archdiocesan Development Fund (ADF) undertakes to debit your account on the day per the dm provided. Please note this ADF advises to you that the debit has occurred by the debit entry on your nominated account.
- 1.2. When the due date for payment falls on a business day, the Debit will be processed on the next business day. If the due date is not a business day, the Debit will be processed to your account directly with your Financial Institution.
- 1.3. If the Debit is returned in a calendar year, we will cancel the Debit Agreement and will contact you directly.

You may be charged a dishonour fee. The School will not be liable for any loss or damage to your account. Details of Customer and accessed only for the purpose of this service. Please note we may be required to provide information in the case of a query or providing the direct debit facility. The ADF collection process for direct debit transactions and management of this service is incomplete or inaccurate. The ADF may engage with other service providers to provide this service. The ADF does not disclose your account details to other agencies, the ADF may engage with other service providers to provide this service. You can access your account information through the ADF website. You can complain about any service you receive from the ADF. You can contact the ADF on +61 7 3324 3579.

## 2. CHANGES BY US

- 2.1. The ADF will alter the terms of this Agreement if we change any of the terms of this Agreement including but not limited to:
  - i) the direct debit amount
  - ii) the direct debit due date
  - iii) the direct debit payment frequency
- 2.2. In the event of any change, the ADF may alter the amount of the direct debit in accordance with such changes to me.
- 2.3. If the Debit is returned in a calendar year, we will cancel the Debit Agreement and will contact you directly.

## 3. CHANGES BY YOU

- 3.1. You may cancel, request deferment of or alter the amount of the direct debit by advising your School at least three (3) business days before the due date of the next debit. The School will then provide the necessary instructions to your Financial Institution.
- 3.2. You can also temporarily suspend or cancel your direct debit arrangement by contacting your Financial Institution on a business day other than a Saturday or public holiday in Queensland.

## 4. DISPUTES

- 4.1. If you believe there is an error in your debit, you should notify your School in the first instance. The School will investigate the matter and then liaise through your Financial Institution with the ADF and the Archdiocesan Development Fund to resolve the matter.
- 4.2. Alternatively you can contact your Financial Institution who may be able to assist you with a claim on your behalf.

## 7. DEFINITIONS

Nominated account: the account held at which you are authorised to debit funds from. Financial Institution: the bank or other financial institution you have authorised us to arrange to debit your account. Business Day: any day other than a Saturday or public holiday in Queensland.

