



**MARIAN  
COLLEGE**

## PERIODIC PAYMENT REQUEST FORM

FAMILY NAME:

GIVEN NAME/S:

DAUGHTER/S NAME:

ADDRESS:

SUBURB:

POST CODE:

CONTACT NUMBER:

FAMILY CODE (on statement):

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### SELECT PAYMENT METHOD

**BPay**

**Direct Debit Request (DDR)**

I/We request and authorise Marian College Sunshine, User ID 399894, to arrange, through its own financial institution, to debit funds from my/our nominated account at the financial institution shown below according to the details specified.

Bank/Institution:

Name of Bank Account:

BSB Number:

Account Number:

**Credit Card Request (CCR)**

I/We request and authorise Marian College Sunshine, User ID 399894, to arrange, through its own financial institution, to charge my/our nominated credit card shown below according to the details specified.

Name on Card:

Card Type:  MASTERCARD  VISA

Credit Card No.

Expiry Date:

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### PAYMENT SCHEDULE

Nominated date of first payment:

Payment Frequency:  WEEKLY  FORTNIGHTLY  MONTHLY

AMOUNT PER PAYMENT: \$

Signature 1:

Date:

Signature 2:

Date:

Note: If account is in both names, both signatures are required.

## DIRECT DEBIT REQUEST (DDR) AND CREDIT CARD REQUEST (CCR) SERVICE AGREEMENT

### Our Commitment to you

This document outlines our service commitment to you in respect of the Direct Debit Request (DDR) or Credit Card Request (CCR) arrangements made between Marian College Sunshine West, ABN 34 169 198 421 (User ID 399894) and you. Direct Debit arrangements pertain to requests to deduct money from your financial institution account and Credit Card arrangements pertain to requests to charge your nominated credit card facility. The agreement is designed to explain what your obligations are and what our obligations are to you. We recommend you keep this agreement in a safe place for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) or Credit Card Request (CCR) and should be read in conjunction with your DDR/CCR form.

### Drawing arrangements

- The first drawing/charging under this arrangement will occur on (or after) the nominated date.
- We will only arrange for funds to be debited from your account or against your credit card as authorised in the Direct Debit Request or Credit Card Request.
- If the debit/charge day falls on a day that is not a banking day, we may direct your financial institution to process the payment on the following banking day.
- We may vary any details at any time of this agreement by giving you at least fourteen (14) days written notice to the address you have given us in the Request.
- We will keep any information (including your account details) in your 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.
- We will only disclose information that we have about you to the extent specifically required by law; or for the purposes of this agreement (including disclosing information in connection with any query or claim).

### Your commitment to us

It is your responsibility to ensure that:

- your nominated account can accept direct debits (your financial institution can confirm this); and
- your account details which you have provided to us are correct by checking them against a recent account statement; and
- that there are sufficient clear funds available to allow a direct debit payment or credit card payment to be made in accordance with the Request.

If there are insufficient clear funds in your account to meet a debit or credit card payment you may be charged a fee and/or interest by 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 or credit payment.

### Your rights

You may change, stop or defer a debit or credit card payment, or terminate this agreement by providing us with at least fourteen (14) days notification by:

- telephoning us on 03 9363 1711 during business hours; or
- emailing us through [finance@mariansw.vic.edu.au](mailto:finance@mariansw.vic.edu.au); or
- arranging it through your own financial institution.

### Temporary stopping of deductions

Please note, periodic deductions will continue to be processed even if your account balance is zero or in credit unless we are specifically requested by you to stop or put a temporary hold on them. Any credit balance created will be refunded upon your request.

### Disputes

You should check your account statement to verify that the amounts debited from your account are correct. If you believe that there has been an error, you should notify us directly on 9363 1711 or by email to [finance@mariansw.vic.edu.au](mailto:finance@mariansw.vic.edu.au). We will look to resolve your query as quickly as possible.

### Enquiries

You may enquire about anything relating to your Direct Debit arrangement by phoning Marian College on 03 9363 1711 and speaking to a member of the Finance Department or emailing us [finance@mariansw.vic.edu.au](mailto:finance@mariansw.vic.edu.au).