

**Direct Debit Request**

I/We request Grace Christian School ABN 59 051 210 185 (User ID Number 185812) to arrange for funds to be debited from my/our nominated account at the financial institution shown below according to the details specified below and in accordance with the Direct Debit Service Agreement.

**CUSTOMER DETAILS**Family Code: Name(s): Address: 

Telephone:

Home: Work: **DETAILS OF THE ACCOUNT TO BE DEBITED**Name of the Account: Name and Branch of  
Financial InstitutionWhere account is held: 

BSB No.:

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Account No.:

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***PAYMENT IS FOR SCHOOL FEES*****AUTHORISATION**

Commencing \_\_\_\_ / \_\_\_\_ / 2026 until further notice you are authorized to debit \$ \_\_\_\_\_ from the above account each:

☐ Fortnight☐ Month☐ School Term

We authorise Grace Christian School to verify the details of the above mentioned account with our Financial Institution who is hereby authorized to release information to verify the account details.

Signature(s):

Date:

 /  / 20

## DIRECT DEBIT REQUEST SERVICE AGREEMENT

### OUR COMMITMENT TO YOU

This document outlines our service commitment to you in respect of the Direct Debit Request arrangements made between Grace Christian School and you. It sets out your rights, our commitment to you and your responsibilities to us.

### INITIAL TERMS OF THE ARRANGEMENT

In terms of the Direct Debit Request arrangements made between us and signed by you we undertake to periodically debit your nominated account for the agreed amount for school fees.

### DRAWING ARRANGEMENTS

- The first drawing under this Direct Debit arrangement will occur on the date specified as commencement date on the Direct Debit Request.
- If any drawing falls due on a non-business day, it will be debited to your account on the next business day following the scheduled drawing date.
- We will give you at least 14 days notice in writing when changes to the initial terms of the arrangement are made. This notice will state any new amount, frequency or drawing date and any other changes to the initial terms.

### CHANGES TO THE ARRANGEMENTS

If you wish to discuss or make any changes to the initial terms, defer drawing, alter the schedule, stop an individual debit, suspend or cancel the DDR, you should contact the school accounts department during school hours.

### ENQUIRIES

- Direct all enquiries to us rather than your financial institution and these should be made at least two (2) working days prior to the next scheduled drawing date.
- All personal customer information held by us will be kept confidential except that information provided to our financial institution to initiate the drawing to your nominated account.
- If you believe that a drawing has been initiated incorrectly, you should take the matter up directly with us and we will respond to your query by phone within three (3) days. You will receive a refund of the drawing account if we cannot substantiate the reason for the drawing.

### 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
- On the drawing date there is sufficient cleared funds in the nominated account; and
- You advise us if the nominated account is transferred or closed.

If your drawing is returned or dishonoured by the financial institution, we will require you to make payment within three (3) days. Any transaction fees payable by us in respect of the above may be added to your account.