

## PAYMENT BY INSTALMENT AGREEMENT

(This form is to be completed should you elect to pay an account via Direct Debit Instalments)

**FULL NAME/S OF PARENT/CAREGIVER RESPONSIBLE FOR PAYMENT**

Person 1

Person 2

**CONTACT PHONE NO**

Person 1:

Person 2

Address:

Post Code

State

**Student Name**

**Student ID**

**Student Name**

**Student ID**

**Student Name**

**Student ID**

**Student Name**

**Student ID**

**AGREEMENT**

I agree to pay the amounts below by direct debit by completing the following arrangement

Periodic Payment Amount

Frequency

Number of Periodic Payments:

Date of First Payment:

Total Amount Payable:

INVOICE NO	DESCRIPTION	TOTAL AMOUNT
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***I am aware that failure to make payments and adhere to the conditions agreed to by me may result in the account being put into the hands of a debt collection agency.***

***It is your responsibility to:***

- Notify the school immediately of any changes to personal details such as contact phone numbers and addresses.
- Contact the school to make alternative arrangements for instalments that may not be made by the due date.
- Ensure all outstanding amounts are finalised by the end of the school year.

I AGREE TO THE ABOVE CONDITIONS AND TO MAKE REGULAR PAYMENTS AS INDICATED IN THIS AGREEMENT

Signature of person/s name above

Signature 1

Signature 2

## DIRECT DEBIT REQUEST (DDR)

*Request and Authority to debit the account named below to pay*  
**Valley View Secondary School (APCA ID 536047)**

Request and Authority to debit	<p>Your Surname</p> <p>Your Given names "you"</p> <p>Request and authorise <b>Valley View Secondary School</b> to arrange, through its own financial institution, a periodic debit to your nominated account in accordance with the instructions below.</p> <p>Periodic Payment Amount:</p> <p>Number of Periodic Payments:</p> <p>Frequency of Periodic Payments:</p> <p>Date of First Periodic Payment:</p>	
Insert the name and address of financial institution at which your account is held	<p>Financial institution name</p> <p>Address</p>	
Insert details of account to be debited	<p>Name/s on account</p> <p>BSB number (Must be 6 digits)</p> <p>Account number</p> <p>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 above and will be subject to the terms and conditions of the Direct Debit Request Service Agreement</p>	
Acknowledgement	<p>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 debit arrangements between you and insert debit user name as set out in this Request and in your Direct Debit Request Service Agreement.</p>	
Insert your signature and address	<p>Name:</p> <p>Address:</p>  <p>Signature:</p> <p>Date:</p>	<p>Name:</p> <p>Address:</p>  <p>Signature:</p> <p>Date:</p>

## DIRECT DEBIT REQUEST SERVICE AGREEMENT

This is your Direct Debit Service Agreement with **Valley View Secondary School (APCA ID 536047)**. 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><b>Account</b> means the account held at <i>your financial institution</i> from which <i>we</i> are authorised to arrange for funds to be debited.</p> <p><b>Agreement</b> means this Direct Debit Request Service Agreement between <i>you</i> and <i>us</i>.</p> <p><b>Banking day</b> means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.</p> <p><b>Debit day</b> means the day that payment by <i>you</i> to <i>us</i> is due.</p> <p><b>Debit payment</b> means a particular transaction where a debit is made.</p> <p><b>Direct debit request</b> means the Direct Debit Request between <i>us</i> and <i>you</i>.</p> <p><b>Us</b> or <b>we</b> means <b>Valley View Secondary School</b>, (the Debit User) <i>you</i> have authorised by requesting a <i>Direct Debit Request</i>.</p> <p><b>You</b> means the customer who has signed or authorised by other means the <i>Direct Debit Request</i>.</p> <p><b>Your financial institution</b> 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 <i>We</i> will only arrange for funds to be debited from <i>your account</i> as authorised in the <i>Direct Debit Request</i>.</p> <p><b>or</b></p> <p><i>We</i> will only arrange for funds to be debited from <i>your account</i> if <i>we</i> 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>, <i>we</i> 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 you should ask <i>your financial institution</i>.</p>
2. Amendments by <i>us</i>	<p>2.1 <i>We</i> 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 <b>14 days</b> written notice.</p>

<p>3. Amendments by <i>you</i></p>	<p>3.1 You may change*, stop or defer a debit payment, or terminate (cancel) this agreement at any time by providing us with at least <b>14 days</b> notification by writing to:</p> <p><b>Valley View Secondary School</b>  <b>240 Wright Road</b>  <b>Para Vista SA 5093</b></p> <p><i>or</i></p> <p>by telephoning us on <b>(08) 8360 6111</b> during business hours;</p> <p><i>or</i></p> <p>arranging it through your own financial institution, which is required to act promptly on your instructions.</p> <p>*Note: in relation to the above reference to 'change', your financial institution may change your debit payment only to the extent of advising us <b>Valley View Secondary School</b> of your new account details.</p>
<p>4. <i>Your obligations</i></p>	<p>4.1 It is <i>your</i> responsibility to ensure that there are sufficient clear funds available in <i>your</i> account 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"> <li>a) <i>you</i> may be charged a fee and/or interest by <i>your financial institution</i>;</li> <li>b) <i>you</i> may also incur fees or charges imposed or incurred by <i>us</i>; and</li> <li>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 <i>we</i> can process the <i>debit payment</i>.</li> </ul> <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>
<p>5. Disputes</p>	<p>5.1 If you believe there has been an error in debiting <i>your account</i>, <i>you</i> should notify us directly on <b>(08) 8360 6111</b> 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.</p> <p>5.2 If <i>we</i> conclude as a result of our investigations that <i>your</i> account has been incorrectly debited <i>we</i> will respond to <i>your</i> query by arranging for <i>your financial institution</i> to adjust <i>your</i> account (including interest and charges) accordingly. <i>We</i> will also notify you in writing of the amount by which <i>your account</i> has been adjusted.</p> <p>5.3 If <i>we</i> conclude as a result of our investigations that <i>your account</i> has not been incorrectly debited <i>we</i> will respond to <i>your</i> query by providing <i>you</i> with reasons and any evidence for this finding in writing.</p>
<p>6. Accounts</p>	<p><i>You</i> should check:</p> <ul style="list-style-type: none"> <li>a) with <i>your financial institution</i> whether direct debiting is available from <i>your account</i> as direct debiting is not available through BECS on all accounts offered by financial institutions.</li> <li>b) <i>your</i> account details which <i>you</i> have provided to <i>us</i> are correct by checking them against a recent <i>account</i> statement; and</li> <li>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>.</li> </ul>

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 <i>we</i> 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 <i>we</i> have about <i>you</i>:</p> <ul style="list-style-type: none"><li>a) to the extent specifically required by law; or</li><li>b) for the purposes of this <i>agreement</i> (including disclosing information in connection with any query or claim).</li></ul>
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>, you should write to:</p> <p><b>Valley View Secondary School</b> <b>240 Wright Road</b> <b>Para Vista SA 5093</b></p> <p>8.2 We may send notices either electronically to your email address or by ordinary post to the address <i>you</i> have given us.</p> <p>8.3 Any notice will be deemed to have been received on the third <i>banking day</i> after emailing or posting.</p>