Direct Debit Form

Section A  Customer’s Authority
I/We

Authorise the debit user Beaconhills Christian College Limited (T/as Little Beacons Learning Centre), User ID No. 067285 to:
1. verify the details of my/our account as listed below with my/our Financial Institution
2. arrange for funds to be debited from my/our account at the financial institution identified on page 2 and as prescribed below through the Bulk Electronic Clearing System (BECs)
3. debit my/our account in accordance with the Direct Debit Service Agreement and subject to the following conditions:

Section B  Fortnightly Instalments for 2014

First Payment Date: 23/01/2015
Final Payment Date: 24/12/2015

*Please note:
  • Instalments that fall on a public holiday will be deducted on the next business day.

Section C  Account Variations – Direct Debit
This section provides the College with consent to adjust the Direct Debit instalment amount in accordance with CCB and care variations applied to the account.

Please complete the following Declaration:

Declaration
I/We understand that a statement of account will be emailed 7 days prior to the date of deduction, confirming the instalment amount to be debited. I/We understand that this amount is variable and subject to change, due to account activity – eg: CCB fluctuations, changes in care etc. I/We hereby authorise Beaconhills College to deduct the instalments from my/our nominated account in accordance with a fortnightly statement of account.

Signature: ___________________________________________ Date: ___________________________________________
Section D  Bank Account Details

Bank Account
Name & Address of Financial Institution:

Account name (ie: Mr & Mrs J Smith):

BSB Number - Account Number

Please note: there is no option for credit card debits.

Section E  Little Beacons Learning Centre Family Account Details: (please complete)

Account Number:  
(Office Use Only)

Email Address:

Authorising Signature/s

By signing this Direct Debit Request you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and Beaconhills College as set out in this Request and in your Direct Debit Client Service Agreement (a copy of the agreement can be obtained from the College website).

Signature:  Date:  

Signature:  Date:  

Please return to:

Finance Department
Beaconhills College
30-34 Toomuc Valley Road
Pakenham Vic 3810
Fax: 5940 1944
Direct Debit Service Agreement

1. The customer will receive a current statement/invoice 7 days in advance informing of the amount to be deducted. This amount is variable and subject to change due to account activity – eg: CCB fluctuations and changes in care etc.

2. The Direct Debit Authority will remain in place for the duration of your family’s association with Little Beacons Learning Centre. For all matters relating to the Direct Debit arrangements including the deferment of, or alteration to, any of the arrangements, the cancellation of the DDR or stop of a Direct Debit Item, the investigation into a dispute of a Direct Debit item, the Customer will need to:
   - Contact the Finance Department on 1300 002 225 (Ext: #2207)
   - Or
   - Send written correspondence outlining the request/issue to:
     Finance Department  
     Beaconhills College  
     30-34 Toomuc Valley Road  
     PAKENHAM VIC 3810
   - Allow for 5 working days for alterations to take effect.

3. The customer should be aware that:
   - Direct debiting through Bulk Electronic Clearing Systems (B ECS) in not available on all bank accounts.
   - Account details should be checked against a recent statement from its Financial Institution.
   - If you are in any doubt, you should check with your Ledger Financial Institution before completing the drawing authority.

4. It is your responsibility to ensure sufficient cleared funds are in the nominated debiting account when the payments are to be drawn.

5. If the due date of the payment falls on a non-working day or public holiday, the payment will be processed on the next working day, with the exception of the final payment for the year, which will be deducted on the day prior to the non-working day or public holiday. If the customer is in any doubt, please refer to Point 2 for further clarification.

6. For returned unpaid transactions, the following procedures or policy will apply:
   - You will be contacted as soon as possible after the transaction has been returned to us unpaid.
   - The fortnightly instalment plus the bank charges must be paid before the next deduction, by cheque, credit card or cash.
   - If no payment is received the missed instalment, plus charges will be included with the following fortnightly instalment.