

**Aberfoyle Park High School**  
**36a Taylors Road East**  
**Aberfoyle Park SA 5159**  
**Phone: (08) 8270 4455**

**Instalment Application Form**  
**Direct Debit Request (DDR)**

*Request and Authority to debit the account named below to pay*  
**Aberfoyle Park High School**

Request and Authority to debit

Your Surname \_\_\_\_\_

Your Given names \_\_\_\_\_ "you"

request and authorise **Aberfoyle Park High School** to arrange, through its own financial institution, a periodic debit to your nominated account in accordance with the instructions below.

1) Periodic Payment Amount: \$ \_\_\_\_\_ For a total amount of \$ \_\_\_\_\_

Frequency of Periodic Payments: Weekly / Fortnightly / Monthly

Date of First Periodic Payment: \_\_\_\_/\_\_\_\_/\_\_\_\_

2) Single Amount of \$ \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_

Payment details

Name of student \_\_\_\_\_ Family ID (if known) \_\_\_\_\_

Payment for: M&S Charges / Music / Instrument Hire / VET / Other

Special Instructions – Additional Information \_\_\_\_\_

Insert the name and address of financial institution at which your account is held

Financial institution name \_\_\_\_\_

Address \_\_\_\_\_

Insert details of account to be debited

Name/s on account \_\_\_\_\_

BSB number (Must be 6 digits) \_\_\_\_\_ - \_\_\_\_\_

Account number \_\_\_\_\_

OR

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.

Insert details of card to be debited

Name/s on card \_\_\_\_\_

Card number \_\_\_\_\_ Expiry Date \_\_\_\_/\_\_\_\_

Acknowledgement

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 **Aberfoyle Park High School** as set out in this Request and in your Direct Debit Request Service Agreement.

Insert your signature and address

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No: \_\_\_\_\_

This is your Direct Debit Service Agreement with **Aberfoyle Park High School**. 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>Seaview High 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</p>
2. Amendments by us	<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>
3. Amendments by you	<p>3.1 <i>You</i> may change*, stop or defer a debit payment, or terminate (cancel) this agreement at any time by providing <i>us</i> with at least <b>14 days</b> notification by writing to: <b>Finance Manager, Aberfoyle Park High School, Taylors Road East, Aberfoyle Park SA 5159</b> or email <b>finance@aphs.sa.edu.au</b> or by telephoning <i>us</i> on <b>(08) 8270 4455</b> during business hours; or 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 <i>us</i> <b>Aberfoyle Park High School</b> of your new account details</p>
4. Your obligations	<p>4.1 It is <i>your</i> responsibility to ensure that there are sufficient clear funds available in <i>your account</i> 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> <ol style="list-style-type: none"> <li><i>you</i> may be charged a fee and/or interest by <i>your financial institution</i>;</li> <li><i>you</i> may also incur fees or charges imposed or incurred by <i>us</i>; and</li> <li><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> </ol> <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>
5. Disputes	<p>5.1 If <i>you</i> believe there has been an error in debiting <i>your account</i>, <i>you</i> should notify <i>us</i> directly on <b>(08) 8270 4455</b> and confirm that notice in writing with <i>us</i> as soon as possible so that <i>we</i> can resolve your query more quickly. Alternatively <i>you</i> 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 account</i> 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 account</i> (including interest and charges) accordingly. <i>We</i> will also notify <i>you</i> 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>
6. Accounts	<p><i>You</i> should check:</p> <ol style="list-style-type: none"> <li>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><i>your account</i> 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>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> </ol>
7. Confidentiality	<p>7.1 <i>We</i> will keep any information (including <i>your account</i> details) in <i>your Direct Debit Request</i> confidential. <i>We</i> 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 <i>We</i> will only disclose information that <i>we</i> have about <i>you</i>:</p> <ol style="list-style-type: none"> <li>to the extent specifically required by law; or</li> </ol>
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>, <i>you</i> should write to: <b>Finance Manager, Aberfoyle Park High School, Taylors Road East, Aberfoyle Park SA 5159</b> or email <b>finance@aphs.sa.edu.au</b></p> <p>8.2 <i>We</i> may send notices either electronically to your email address or by ordinary post to the address <i>you</i> have given <i>us</i>.</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>