

# Direct Debit Request (DDR)

The Rockhampton Grammar School Early Learning Centre  
3 Reservoir Street | Rockhampton QLD 4700  
Phone 07 4922 1615 | Fax 07 4922 7654 | Email: elc@rgs.qld.edu.au

**All communication addressed to the ELC should include your Account number.**



## The Rockhampton Grammar School

Established 1881

### Part A: Your Details

Account Number

Account Name

Child/Children

Phone Number  Email Address

Street Address

State  Post Code



### Part B: Payment Schedule

Date of First Payment  Amount  **Make this payment (select one):**  Weekly  Fortnightly  Monthly **OR**  Please debit my account balance weekly

Please check the appropriate box:

Continue payments until further notice **or**  Stop after  payments (insert a number) **If the scheduled date is not a banking day, the debit will take place on the next banking day.**

### Part C: Cheque/Savings Account or Credit Card Authorisation

I/We request and authorise The Rockhampton Grammar School (466206) to arrange, through its own financial institution, a debit to your nominated account according to the schedule specified above and attached Direct Debit Service Agreement. 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 below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.

Financial Institution

Branch

Account Name

BSB Number

Account Number

I/We request and authorise 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 the debit arrangements between you and The Rockhampton Grammar School as set out in this Request and in your Direct Debit Request Service Agreement.

Signature 1  Date  **If debting from a joint bank account, both signatures are required.**

Signature 2  Date

I request you The Rockhampton Grammar School to arrange for funds to be debited from my nominated credit card according to the schedule specified above and attached Direct Debit Service Agreement.

Card Number  Expiry Month  Expiry Year

Cardholder Name

Cardholder Signature  Date

I have read the **Direct Debit Request (DDR) Service Agreement** on the reverse. **Please sign and return** your printed application in person to The Early Learning Centre, via post, fax or scan the form and email using the contact information at the top of this form.

# The Rockhampton Grammar School Early Learning Centre

## Customer Direct Debit Request (DDR) Service Agreement

This is your Direct Debit Service Agreement with The Rockhampton Grammar School (466206) ABN 71 055 702 035. 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 a copy of 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.

### How to Contact Us

You can contact us directly or alternatively contact your financial institution. Requests for changes should be made at least 7 working days prior to the next scheduled drawing date. You may contact us as follows:

Phone: 07 4922 1615  
Email: [elc@rgs.qld.edu.au](mailto:elc@rgs.qld.edu.au)  
Mail: The Rockhampton Grammar School Early Learning Centre  
3 Reservoir Street  
Rockhampton QLD 4700

All communication addressed to us should include your Account Number.

### Definitions

**account** means the account held at *your financial institution* from which we are authorised to arrange for funds to be debited.

**agreement** means this Direct Debit Request Service Agreement between you and us.

**banking day** means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.

**debit day** means the day that payment by you to us is due.

**debit payment** means a particular transaction where a debit is made.

**direct debit request** means the Direct Debit Request between us and you.

**us** or **we** means The Rockhampton Grammar School (466206) you have authorised by requesting a *Direct Debit Request*.

**you** means the customer who has signed or authorised by other means the *Direct Debit Request*.

**your financial institution** means the financial institution nominated by you on the DDR at which the *account* is maintained.

### Debiting your account

By signing a **Direct Debit Request** or by providing us with a valid instruction, you have authorised us to arrange for funds to be debited from your *account*. You should refer to the *Direct Debit Request* and this *agreement* for the terms of the arrangement between us and you.

We will only arrange for funds to be debited from your *account* as authorised in the *Direct Debit Request*.

If the *debit day* falls on a day that is not a *banking day*, we may direct your *financial institution* to debit your *account* on the following *banking day*. If you are unsure about which day your *account* has or will be debited you should ask your *financial institution*.

### Amendments by us

We may vary any details of this *agreement* or a *Direct Debit Request* at any time by giving you at least **fourteen (14) days** written notice.

### Amendments by you

You may change, stop or defer a *debit payment*, or terminate this agreement by providing us with at least 7 days notification by writing to:

The Rockhampton Grammar School Early Learning Centre  
3 Reservoir Street  
Rockhampton QLD 4700

or  
arranging it through your *financial institution*, which is required to act promptly on your instructions.

### Your obligations

It is *your* responsibility to ensure that there are sufficient clear funds available in your *account* to allow a *debit payment* to be made in accordance with the *Direct Debit Request*. If there are insufficient clear funds in your *account* to meet a *debit payment*:

- you may be charged a fee and/or interest by your financial institution;
- you may also incur fees or charges imposed or incurred by us; and
- you must arrange for 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 payment.

You should check your *account* statement to verify that the amounts debited from your *account* are correct.

### Dispute

If you believe that there has been an error in debiting your *account*, you should notify us directly on 07 4922 1615 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*.

If we conclude as a result of our investigations that your *account* has been incorrectly debited we will respond to your query by arranging for your *financial institution* to adjust your *account* (including interest and charges) accordingly. We will also notify you in writing of the amount by which your *account* has been adjusted.

If we conclude as a result of our investigations that your *account* has not been incorrectly debited we will respond to your query by providing you with reasons and any evidence for this finding in writing.

### Accounts

You should check:

with your *financial institution* whether direct debiting is available from your *account* as direct debiting is not available on all accounts offered by financial institutions.

your *account* details which you have provided to us are correct by checking them against a recent account statement; and

with your *financial institution* before completing the *Direct Debit Request* if you have any queries about how to complete the *Direct Debit Request*.

### Confidentiality

We will keep any information (including your *account* details) in your *Direct Debit 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).

### Notice

If you wish to notify us in writing about anything relating to this *agreement*, you should write to:

The Rockhampton Grammar School Early Learning Centre  
3 Reservoir Street  
Rockhampton QLD 4700

We will notify you by sending a notice in the ordinary post to the address you have given us in the *Direct Debit Request*.

Any notice will be deemed to have been received on the third *banking day* after posting.