



### Direct Debit Request

Request and authority to debit the account named below to pay The Lake Joondalup Baptist College Inc.

Request and authority to debit	<p>Surname _____ Given name(s) _____</p> <p>Student name(s) _____</p> <p>Request and authorise The Lake Joondalup Baptist College Inc. (LJBC) [User ID Number 053171] [Debit User] until further notice to arrange for any amount LJBC may debit or charge you to be debited through the Bulk Electronic Clearing System from an account held at the financial institution identified below, subject to the terms and conditions of the Direct Debit Request Service Agreement. I/We understand and acknowledge that:</p> <ol style="list-style-type: none"><li>1. The Financial Institution may, in it's absolute discretion, determine the order of priority of payment by it of any monies pursuant to this Request or any authority or mandate.</li><li>2. The Financial Institution may, in it's absolute discretion, at any time by notice in writing to me/us, terminate this Request as to future debits.</li><li>3. The User may, by prior arrangement and advice to me/us, vary the amount or frequency of future debits.</li></ol>
Insert the name and address of financial institution at which your account is held	<p>Name of financial institution _____</p> <p>Address _____</p> <p>_____</p>
Frequency of debits	<p>Amount \$ _____</p> <p><b>22 fortnightly</b> payments commencing 3 February to 24 November 2022 <input type="checkbox"/></p> <p><b>10 monthly</b> payments on 25th of each month February to November 2022 <input type="checkbox"/></p>
Acknowledgement	<p>By signing the Direct Debit Request you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and The Lake Joondalup Baptist College Inc. as set out in this Request and in the Direct Debit Request Service Agreement.</p>
Insert your signature and address	<p>Signature _____ (If signing for a company, sign and print full name and capacity for signing eg Director)</p> <p>Address _____</p> <p>_____</p> <p>Date ____/____/____</p>
Insert details of account to be debited	<p>Bank Account Name _____</p> <p>BSB Number ____ ____ ____ ____ ____ ____</p> <p>Account Number ____ ____ ____ ____ ____ ____ ____ ____ ____</p>
College use only	<p>Family ID _____ Updated _____ Signed _____</p>



## **Direct Debit Request**

### **Service Agreement**

1. The Lake Joondalup Baptist College Inc. [ABN 66 833 133 257] ("The Debit User") will initiate direct debit payments in the manner referred to in the Schedule.
2. Debit payments will be made when due. The Debit User will not issue individual confirmation of payments made.
3. The Debit User will give the customer at least fourteen days' written notice if the Debit User proposes to vary details of this arrangement, including the amount and frequency of payments.
4. If the customer wishes to defer any payment or alter any of the details referred to in the Schedule, the customer must either telephone the Debit User on 9300 7407, or write to The Lake Joondalup Baptist College Inc. at PO Box 95, JOONDALUP, WA 6919.
5. Any queries concerning disputed debit payments must be directed to the Debit User in the first instance. Customers may obtain details of the claims process by contacting the Debit User on 9300 7407.
6. Direct debiting is not available on the full range of accounts at all financial institutions. If in doubt, the customer should check with their financial institution before completing this Direct Debit Request.
7. The customer should ensure that the account details given in the Schedule are correct by checking them against a recent statement from the financial institution at which the account is held.
8. By signing this Direct Debit Request, the customer warrants and represents that he/she/they is/are duly authorised to request the debiting of payments from the account described in the Schedule.
9. It is the customer's responsibility to have sufficient cleared funds available in the account to be debited to enable debit payments to be made in accordance with this Direct Debit Request.
10. If a debit payment falls due on any day which is not a business day, the payment will be made on the next business day.
11. If funds are not available in your nominated Bank account on the due date, the fee incurred will be passed to you. It will be your responsibility to ensure that sufficient funds are available in your account on the due date.
12. Customers wishing to cancel this Direct Debit Request or to stop individual debit payments must give at least seven days' written notice to the Debit User at the address referred to above.
13. Except to the extent that disclosure is necessary in order to process debit payments, investigate and resolve disputed transactions, or is otherwise required by law, the Debit User will keep details of the customer's account and debit payments confidential.