The Scots College
Sydney Australia

Direct Debit Request (DDR)

Request and authority to debit the account named below to pay The Scots College.

Request and Authority to Debit

Family surname _____

Given name _____

Family ID _____

Contact number _____

Email address _____

Postal address _____

_____

You request and authorise The Scots College to arrange, through its own financial institution, for any amount The Scots College may debit or charge you, in accordance with the Fee Statement current at the time, to be debited through the Bulk Electronic Clearing System from an account held at the financial institution entered and maintained on Schoolbox and paid to The Scots College, subject to the terms and conditions of the Direct Debit Request Service Agreement.

Amount of Debit

Please indicate the appropriate box for the basis on which you wish to pay school fees by Direct Debit.

Paying by year

☐ Paying annually in advance on the first day of each school year. Extra activities and sundry charges will be added each term, as notified on the Fee Statement.

Paying by term

☐ Paying each term of the first day of term, for one term's fees. Extra activities and sundry charges will be added each term, as notified on the Fee Statement.

Paying by ten installments per year on (please select)

☐ 15 of the month; or

☐ 30 of the month

from February to November, being equal installments of fees. Extra activities and sundry charges will be added each term, as notified on the Fee Statement.

For other instalment arrangements – please contact the Business Office.

If you would like to pay up to two years in advance, please contact the Business Office to make separate arrangements.

Building Fund

If you wish to make a voluntary Building Fund donation:

☐ You request that the College add to the Direct Debit $800 per year as a donation to The Scots College Building Fund to be paid over the same installment basis as selected above.

Bank Account or Credit Card Details

☐ You have updated your bank account and/or credit card details directly on Schoolbox.

1. Log onto Schoolbox (https://schoolbox.tsc.nsw.edu.au/) using your Family ID.
2. Hover mouse over "Finance" Tab.
3. Select "Manage Stored Cards".
4. Select "New Payment Option" or "Edit" an existing payment option.
5. Select "Credit Card" or "Direct Debit to Bank Account".
6. Enter details of your Credit Card or bank account.
7. Save and confirm.

Acknowledgement

By signing and/or providing us with a valid instruction in respect to your Direct Debit Request you confirm that:

- you are authorised to operate the nominated account; and
- you have understood and agreed to the terms and conditions set out in this request and in your Direct Debit Request Service Agreement.

Insert Your Signature

Signature of cardholder _____

Contact details: As above

Date ____ / ____ / ____

Second Account Signatory (If Required)

Signature _____

Name _____

Email address _____

Postal address _____

_____

Date ____ / ____ / ____

Please refer to your Direct Debit Request Service Agreement attached. The completed form is to be returned to the Business Office at fees@scots.college.

Direct Debit Request Service Agreement

The following is your Direct Debit Service Agreement with The Scots College ABN 86 438 712 994. The agreement is designed to explain 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.

We recommend you keep this agreement in a safe place 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 form.

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 DDR 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 (DDR) means the written, verbal or online request between us and you to debit funds from your account.

We or us means The Scots College (the Debit User) you have authorised by signing a DDR.

You means the customer who has authorised the Direct Debit Request.

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

1. Debiting your account

1.1 By Signing a DDR 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 DDR and this agreement for the terms of the arrangement between us and you.

1.2 We will only arrange for funds to be debited from your account as authorised in the DDR.

1.3 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.

2. Amendments by us

2.1 We may vary any details of this agreement or a DDR at any time by giving you at least fourteen (14) days written notice sent to the preferred email address/postal address you have given us in the DDR.

3. How to cancel or change direct debits

3.1 You can:

(a) cancel or suspend the DDR; or

(b) change, stop or defer an individual debit payment at any time by giving at least fourteen (14) days notice by emailing to fees@scots.college or by telephoning the Accounts Manager on 02 9391 7887 during business hours.

4. Your obligations

4.1 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 DDR.

4.2 If there are insufficient clear funds in your account to meet a debit payment:

a) you may be charged a fee and/or interest by your financial institution;

b) you may also incur fees or charges imposed or incurred by us; and

c) you must arrange for the debit payment to be made by another method or arrange sufficient clear funds to be in your account by an agreed time so that we can process the debit payment.

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

4.4 If The Scots College is liable to pay goods and services tax ("GST") on a supply made in connection with this agreement, then you agree to pay The Scots College on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.

5. Dispute

5.1 If you believe that there has been an error in debiting your account, you should notify us directly by calling 02 9391 7887 or by emailing fees@scots.college to 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 with your financial institution direct.

5.2 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.

5.3 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.

6. Accounts

You should check:

a) 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; and

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

c) with your financial institution before completing the DDR if you have any queries about how to complete the DDR.

7. Confidentiality

7.1 We will keep any information (including your account details) in your DDR 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.

7.2 We will only disclose information that we have about you:

a) to the extent specifically required by law; or

b) for the purposes of this agreement (including disclosing information in connection with any queries or claims).

8. Notice

8.1 If you wish to notify us in writing about anything relating to this agreement, you should write to The Scots College Business Office, Locked Bag 5001, Bellevue Hill NSW 2023.

8.2 We will notify you by sending a notice to the email address/postal address you have given us in the DDR.

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

Please refer to your DDR Form for payment details.