



Student Name:

Year level:

The Riverina Anglican College Direct Debit Request (DDR) Form

Please read the **Direct Debit Service Agreement** before completing this form.

Your Details

Debtor ID:

(if known, otherwise office to complete)

Name

Address

Suburb

State / Postcode

Mobile

Email address

Direct Debit Options – Please select one type of direct debit. Amounts will be debited on the dates advised as per the Annual Fee Schedule.

☐ Weekly ☐ Fortnightly ☐ Monthly ☐ Quarterly

Building Fund and Library & Technology Fund Donations

The school also operates a tax deductible Building Fund and a Library & Technology Fund to which parents can donate. The suggested donation is \$120 per family per Term. A tax deductible receipt will be issued each year.

Please direct debit the Building Fund and Library and Technology Fund donation each Term on the due date for quarterly payments:

☐ Yes ☐ No

Split Billing

Before setting up a split billing arrangement, we will require written notification from each party as to their agreed percentage of the school fees to be paid. Without consent from both parties this will not take place.

For direct debit purposes, please complete the following:

Name of Other Parent/Guardian:.....

Name of Student(s):.....

Your Percentage of Fees to be Billed:.....

Other Parent/Guardian's Percentage to be Billed:.....

Payment Option – Please select A or B

A. From Your Cheque/Savings Account

Financial institution

Branch

Account holder name/s

BSB number:

			-			
--	--	--	---	--	--	--

Account number:

--	--	--	--	--	--	--	--	--	--

Signature

1

Date

Signature 2

Date

Note: All signatories of the savings or cheque account indicated on this form are required to sign this authorisation.

OR

B. From Your Credit Card

☐ Mastercard

☐ Visa card

Credit Card number

Expiry date

		/		
--	--	---	--	--

Cardholder Name

Signature:

Date

I/We authorise and request The Riverina Anglican College (User ID 314011) to arrange for funds to be transferred from my/our financial institution identified above.

I/We authorise and request The Riverina Anglican College to automatically adjust the deductions for Direct Debit should charges vary.

I/We have read the Direct Debit Service Agreement and understand my/our rights and obligations.

This authorisation is to remain in force in accordance with the Direct Debit Request Service Agreement provided with this form.

Signature 1 _____ **Date** _____

Signature 2 _____ **Date** _____

Scan and email the form to: accounts@trac.nsw.edu.au

or mail the completed form to: Business Manager The Riverina Anglican College PO Box 5467 WAGGA WAGGA



Direct Debit Request Service Agreement

Direct debit payments can be deducted from either your savings/cheque account or your credit card. School fees can be paid by instalments (weekly, fortnightly, monthly or quarterly).

The direct debit service agreement outlines how each payment option is processed, as well as your rights and obligations under the agreement. A direct debit application remains in force for the entirety of your enrolment with the College. Please keep this agreement for future reference.

Direct Debit Arrangement

Annual School Fee accounts are emailed out to families during the second week of Term 1 each year. We will calculate the amount to be deducted on a weekly, fortnightly, monthly or quarterly basis each year and will advise the date for the direct debit to occur.

Your Rights

The Riverina Anglican College will give you at least fourteen (14) days notice in writing if there are any changes to the terms of the agreement, unless otherwise agreed.

All information you give The Riverina Anglican College about your bank accounts will be kept in the strictest confidence between your financial institution, and The Riverina Anglican College. The College will not pass the information on to anyone else.

If you need to alter, defer, cancel or stop your direct debit at any time (due only to a change in bank account details), you must notify The Riverina Anglican College at least fourteen (14) days before the date the direct debit deduction is due to be made so the necessary changes can be arranged. The Riverina Anglican College will not draw from your account until the agreed new direct debit account details are provided.

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

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 believe The Riverina Anglican College has drawn on your account incorrectly, please contact the college on (02) 6933 1811 so the matter can be resolved quickly. The Riverina Anglican College will make every attempt to resolve the dispute within five (5) business days.



Your Obligations

Direct debit may not be available on all types of savings or cheque accounts or credit cards, so you should check with your financial institution before completing the direct debit application.

Once you have agreed to use direct debit for payment of your school fee account you must have sufficient funds in your nominated direct debit account on the direct debit deduction date to cover your agreed payment deduction. If there are insufficient funds in your account on the direct debit deduction date, your financial institution may charge a fee that you will be obliged to pay.

If your financial institution rejects the deduction, we may re-draw on your account after five (5) business days or contact you to arrange alternate payment. You may incur a charge to cover administration costs and your direct debit arrangements may be cancelled without further notice.

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

If you change your direct debit account you will need to complete a new Direct Debit Request Form. You can download a form from the The Riverina Anglican College website, or collect one from the front office.

For further advice on direct debit with The Riverina Anglican College call (02) 6933 1811 or email The Business Manager accounts@trac.nsw.edu.au