

Change of Payment Form



To be returned with the appropriate payment selected, account details given and signed. You are required to give 6 term weeks notice before student withdrawal. Failure to do so will result in 6 weeks of fees being charged in lieu of notice.

Family Information

Customer Code			
Surname			
PO Box and / or Street			
Town		State	Postcode
Telephone	Work	Mobile	Fax
Email			

☐ **Annual Payment of _____ charged on ☐ 31st of January OR _____** ^{*(1)}

- ☐ Enclosed is a cheque made payable to the college.
- ☐ Please debit my Visa/Mastercard as per Credit/Debit Card details below.
- ☐ Please debit my Bank Account as per Direct Debit details below.

☐ **Monthly Instalments (a schedule will be issued to you)**

- ☐ Please debit my Visa/Mastercard as per Credit/Debit Card details below.
- ☐ Please debit my Bank Account as per Direct Debit details below.

Please Note:

1. Annual Payment Discount only applies when full payment is received by 31st January for the school year.
2. Monthly Debits from Bank and Card Accounts as per your schedule.
3. You are required to give 6 term weeks notice before student withdrawal. Failure to do so will result in 6 weeks of fees being charged in lieu of notice.
4. Monthly Payment plans may have a larger initial payment to cover any resource costs.
5. Elective fees are non-refundable.
6. Bus fares are prorated per month.
7. Seats on bus are only sold as full-time travel. No provision is made for individual days of the week for travel in the mornings or afternoons only.
8. Refunds for bus fares are only available for unused months.
9. Please refer to the Enrolment Contract for further Terms & Conditions.

Name _____ Signature _____

Continued on Page 2

Direct Debit Request

DIRECT DEBIT BANK ACCOUNT DETAILS

I/We request and authorise Australian Christian College *(see below for user ID) to transfer funds from the account at the financial institution identified by the details I/we have provided, as prescribed through the Bulk Electronic Clearing System. This authorisation is to remain in force in accordance with the terms and conditions of the Direct Debit Request Service Agreement and any further instructions provided below. (please refer to <http://www.acc.edu.au/direct-debit> for Terms and conditions).

Name of Financial Institution _____

Branch _____

Account Name _____

BSB

Account Number

* Australian Christian College refers to the following colleges and their associated user ID's, as selected on the cover page of this application:

Australian Christian College - Moreton Ltd - ID 480072
Australian Christian College - Hume Ltd - ID 480061
Australian Christian College - Marsden Park Ltd - ID 480046

Australian Christian College - Southlands Ltd - ID 480063
Australian Christian College - Darling Downs Ltd - ID 480054
Australian Christian College - Singleton Ltd - ID 480055
Australian Christian College - Tasmania Ltd - ID 523302

CREDIT / DEBIT CARD DETAILS

Card Type ☐ Mastercard ☐ Visa

Card Number

Name of Card _____ Expiry Date (MMYY) _____

If you do NOT want your Credit Card to be debited for excursions/sundries, please tick this box ☐

DIRECT DEBIT AUTHORISATION

I/We authorise Australian Christian College to debit the stated Account or Credit Card with the specified amount unless otherwise notified. By signing this payment authority I/We acknowledge having read and understood the Terms and Conditions governing the debit arrangement between myself/ ourselves and Australian Christian College as set out in this payment authority. This authority is to remain in force until further notice.

Name _____ Signature _____ Date _____

Name _____ Signature _____ Date _____

Please phone me on _____ if my deduction is declined.

Continued on Page 3

Direct Debit Request Service Agreement

I/We request and authorise Australian Christian College* (see below for user ID) to transfer funds from the account at the financial institution identified by the details I/we have provided, as prescribed through the Bulk Electronic Clearing System. This authorisation is to remain in force in accordance with the terms and conditions of the Direct Debit Request Service Agreement and any further instructions provided below (please refer to <http://www.acc.edu.au/direct-debit> for Terms and Conditions).

DEFINITIONS	<p>account means the account held at your financial institution from which we are authorised to arrange for funds to be debited.</p> <p>agreement means this Direct Debit Request Service Agreement between you and us.</p> <p>business day means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.</p> <p>debit day means the day that payment by you to us is due.</p> <p>debit payment means a particular transaction where a debit is made.</p> <p>direct debit request means the Direct Debit Request between us and you.</p> <p>us or we means Australian Christian College*, the Debit User you have authorised by signing a direct debit request.</p> <p>you means the customer who signed the direct debit request.</p> <p>your financial institution is the financial institution where you hold the account that you have authorised us to arrange to debit.</p>
1. Debiting Your Account	<p>1.1 By signing a direct debit request, 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.</p> <p>1.2 We will only arrange for funds to be debited from your account as authorised in the direct debit request.</p> <p>or</p> <p>We will only arrange for funds to be debited from your account if we have sent to the address nominated by you in the Direct Debit Request, a billing advice which specifies the amount payable by you to us and when it is due.</p> <p>1.3 If the debit day falls on a day that is not a business day, we may direct your financial institution to debit your account on the following business day. If you are unsure about which day your account has or will be debited you should ask your financial institution.</p>
2. Changes By Us	<p>2.1 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.</p>
3. Changes By You	<p>3.1 Subject to 3.2 and 3.3, you may change the arrangements under a direct debit request by contacting us on Accounts Receivable Ph: 02 4363 6100 or by contacting your financial institution.</p> <p>3.2 If you wish to stop or defer a debit payment you must notify us in writing at least thirty (30) days before the next debit day. This notice should be given to us in the first instance.</p> <p>3.3 You may also cancel your authority for us to debit your account at any time by giving us thirty (30) days notice in writing before the next debit day. This notice should be given to us in the first instance.</p>
4. Your Obligations	<p>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 direct debit request.</p> <p>4.2 If there are insufficient clear funds in your account to meet a debit payment:</p> <p>(a) you may be charged a fee and/or interest by your financial institution;</p> <p>(b) you may also incur fees or charges imposed or incurred by us; and</p> <p>(c) 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.</p> <p>4.3 You should check your account statement to verify that the amounts debited from your account are correct</p> <p>4.4 If Australian Christian College* is liable to pay goods and services tax ("GST") on a supply made in connection with this agreement, then you agree to pay Australian Christian College* on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.</p>
5. Dispute	<p>5.1 If you believe that there has been an error in debiting your account, you should notify us directly on Accounts Receivable Ph: 02 4363 6100 and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly.</p> <p>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.</p> <p>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.</p> <p>5.4 Any queries you may have about an error made in debiting your account should be directed to us in the first instance so that we can attempt to resolve the matter between us and you. If we cannot resolve the matter you can still refer it to your financial institution which will obtain details from you of the disputed transaction and may lodge a claim on your behalf.</p>
6. Accounts	<p>You should check:</p> <p>(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.</p> <p>(b) your account details which you have provided to us are correct by checking them against a recent account statement; and</p> <p>(c) with your financial institution before completing the direct debit request if you have any queries about how to complete the direct debit request.</p>
7. Confidentiality	<p>7.1 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.</p> <p>7.2 We will only disclose information that we have about you:</p> <p>(a) to the extent specifically required by law; or</p> <p>(b) for the purposes of this agreement (including disclosing information in connection with any query or claim).</p>
8. Notice	<p>8.1 If you wish to notify us in writing about anything relating to this agreement, you should write to Accounts Receivable - as per address below.</p> <p>8.2 We will notify you by sending a notice in the ordinary post to the address you have given us in the direct debit request.</p> <p>8.3 Any notice will be deemed to have been received two business days after it is posted.</p>

* Australian Christian College refers to the following colleges and their associated user ID's, as selected on the cover page of this application:

Australian Christian College - Moreton Ltd - ID 480072
 Australian Christian College - Hume Ltd - ID 480061
 Australian Christian College - Marsden Park Ltd - ID 480046

Australian Christian College - Southlands Ltd - ID 480063
 Australian Christian College - Darling Downs Ltd - ID 480054
 Australian Christian College - Singleton Ltd - ID 480055
 Australian Christian College - Tasmania Ltd - ID 523302