



DIRECT DEBIT REQUEST SERVICE AGREEMENT

1. Debiting Details

Maximum amount to be debited	\$
Frequency of debit	Fortnightly / Monthly
First payment date	/ /
Final payment date	/ /

- The customer will be advised 14 days in advance of any changes to the Direct Debit arrangements.
- For all matters relating to the Direct Debit arrangements, the Customer will need to: Contact Southern Vales Christian College Office, either by phone (08) 8381 9877, a personal visit during office hours or send written correspondence to: Admin Office, Southern Vales Christian College, PO Box 70, Morphett Vale SA 5162.
- The customer should be aware that:
 - Direct Debiting through Bulk Electronic Clearing System (BECS) is not available on all accounts; and
 - Account details should be checked against a recent statement from your Financial Institution before completing the drawing authority.
- It is your responsibility to ensure sufficient funds are in the nominated debiting account when the payments are to be drawn.
- If the due date for payments falls on a non-working day or public holiday, the payment will be processed on the next/previous (Debit user to choose) working day. If the Customer is in any doubt, please refer to Point 3 for further clarification.
- For returned unpaid transactions, the following procedures or policy will apply: Any Bank charges incurred for dishonoured payments will be passed on to the client.

Fees and Charges: \$2.50 per dishonoured payment

- All Customer Records and account details will be kept private and confidential, to be disclosed only at the request of the Customer or Financial Institution in connection with a claim to an alleged incorrect or wrongful debit.