



Please retain this form for your records

### **DIRECT DEBIT REQUEST SERVICE AGREEMENT (DDRSA)**

Debiting details will be supplied at the very bottom of each school fee statement.

Should any arrears occur, the direct debit will run until clearance of fees or when a satisfactory alternative arrangement is made.

You will be advised 14 days in advance of any changes to the Direct Debit arrangements.

For all matters relating to the Direct Debit arrangements, you will need to:

Call our office on (03) 5783 5000; and/or

Send written correspondence to the Accounts Manager, Assumption College Kilmore,  
P.O. Box 111, Kilmore Vic 3764.

Email: [accounts@assumption.vic.edu.au](mailto:accounts@assumption.vic.edu.au)

You should be aware that:

- a. Direct debiting through BECS is not available on all accounts; and
- b. Account details should be checked against a recent statement from your Financial Institution. If you are in any doubt, you should check with your Financial Institution before completing the drawing authority.

It is your responsibility to ensure sufficient cleared funds are in the nominated debiting account at the time the payments are to be drawn.

If the due date for payment falls on a non-working day or public holiday, the payment will be processed on the previous working day. If you are in any doubt, please refer to Point 3 for further clarification.

For returned unpaid transactions, the following procedures or policy will apply:

- The Direct Debit amount will be payable by alternate arrangement within 7 days.

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 made to an alleged incorrect or wrongful debit.