



ASSUMPTION COLLEGE

BUS SERVICE DIRECT DEBIT REQUEST

Must be returned with your bus application form if not previously completed.

I/We authorise initial deposit to be direct debited each year.

Yes ☐

I/We authorise ongoing debits with the following frequency: ☐ mid-month OR ☐ end-of-month

CUSTOMER'S AUTHORITY

I/We _____
(name of Customer(s) giving the DDR)

Authorise and request **Assumption College Kilmore (name of debit user) 208017 (APCA user ID Number)** to arrange for funds to be debited from my/our account at the financial institution identified below and as prescribed below through the Bulk Electronic Clearing System (BECS). This authorisation is to remain in force in accordance with the terms described in the service agreement.

Please choose either bank account **or** credit card (no AMEX)

Bank Account Details

Name account is held in:

Bank Name:

BSB: _____

Account Number: _____

Or...Credit Card Details

Number: _____ Exp: ____ / ____

Name of Cardholder:

CUSTOMER AUTHORISATION

Note: if in joint names, both signatures may be required. By signing below, I/We acknowledge that this direct debit arrangement is governed by the terms of authorisation the DDRSA attached to this request. I/We also authorise Assumption College to verify (if need be) the details of the account with my/our financial institution mentioned above and for that financial institution to release information to Assumption College in order to allow it to verify the above account details.

Signature:

Date:

Signature:

Date:

This direct debit is an ongoing arrangement and will roll forward each year until all bus fees are paid, unless a suitable alternative arrangement is made.



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PLEASE RETAIN THIS PAGE FOR YOUR RECORDS

DIRECT DEBIT REQUEST SERVICE AGREEMENT

1. Initial deposit direct debit details:

Amount to be debited:

\$

Date:

Friday 10th November 2023

Ongoing direct debit details:

Amount to be debited:

\$

OR

Mid-month (2023)
15 th February 2024
15 th March 2024
15 th April 2024
15 th May 2024
14 th June 2024

End of month (2023)
28 th February 2024
29 th March 2024
30 th April 2024
31 st May 2024
28 th June 2024

2. You will be advised 14 days in advance of any changes to the direct debit arrangements.
3. For all matters relating to the direct debit arrangements, you will need
to: Call our office on (03) 5783 5000;
or Email: bus@assumption.vic.edu.au
4. 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.
5. It is your responsibility to ensure sufficient cleared funds are in the nominated debiting account at the time the payments are to be drawn.
6. 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.
7. For returned unpaid transactions, the following procedures or policy will apply:
Notification to fee payer will be made via SMS, telephone call or email
The direct debit amount will be payable by alternate arrangement within 7 days
8. 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.

This direct debit is an ongoing arrangement and will roll forward each year until all bus fees & charges are paid, unless a suitable alternative arrangement is made.