

**The John Berne School**  
**Thomas Street**  
**Lewisham NSW 2049**  
**Ph: 9560 9260**



**The John Berne School**  
**Direct Debit Request (DDR)**

*Request and Authority to debit the account named below to pay*

**The John Berne School APCA ID User ID 504896**

<p>Request and Authority to debit</p>	<p>Your Surname <input type="text"/></p> <p>Your Given names <input type="text"/> "you"</p> <p>request and authorise The John Berne School User ID 504896 to arrange, monies through its own financial institution, a debit to your nominated account for School Fees and Charges as agreed with the Principal of The John Berne School &amp; deemed payable by <i>you</i>.</p> <table border="1" data-bbox="454 698 740 840"> <tr> <td>Frequency</td> </tr> <tr> <td>Fortnightly</td> </tr> </table> <table border="1" data-bbox="778 698 1506 840"> <tr> <td>Periodic Amount/Type of payment OR <b>Agreed Invoice amount</b></td> </tr> <tr> <td>\$ <input type="text"/> (Tick if applicable) <input type="checkbox"/></td> </tr> </table> <p>This debit or charge will be made through the Bulk Electronic Clearing System (BECS) from your account held at the financial institution you have nominated below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.</p>	Frequency	Fortnightly	Periodic Amount/Type of payment OR <b>Agreed Invoice amount</b>	\$ <input type="text"/> (Tick if applicable) <input type="checkbox"/>
Frequency					
Fortnightly					
Periodic Amount/Type of payment OR <b>Agreed Invoice amount</b>					
\$ <input type="text"/> (Tick if applicable) <input type="checkbox"/>					
<p>Insert the name and address of financial institution at which your account is held</p>	<p>Financial institution name <input type="text"/></p> <p>Address <input type="text"/></p>				
<p>Insert details of account to be debited</p>	<p>Name/s on account <input type="text"/></p> <p>BSB number (Must be 6 digits) <input type="text"/>-<input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></p> <p>Account number <input type="text"/></p>				
<p>Insert details of credit card to be debited (must be 16 digits)</p>	<p>Name on Card: <input type="text"/></p> <p>_____ Expiry ___/___/___</p>				
<p>Acknowledgement</p>	<p>By signing and/or providing us with a valid instruction in respect to your Direct Debit Request, you have understood and agreed to the terms and conditions governing debit arrangements between you and The John Berne School as set out in this Request and in your Direct Debit Request Service Agreement.</p>				
<p>Insert your signature/s as per your bank account and address</p>	<p>Signature <input type="text"/> Date ___/___/___</p> <p>Name <input type="text"/></p> <p>Signature <input type="text"/> Date ___/___/___</p> <p>Name <input type="text"/></p> <p>Address _____</p> <p>_____ Postcode: _____</p>				

## Direct Debit Request Service Agreement

This is your Direct Debit Service Agreement with The John Berne School User ID 504896 & ABN 68 159 428 251. It explains what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit provider.

Please keep this agreement for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR authorisation.

<p>Debiting your account</p>	<p>1.1 By signing a <i>Direct Debit Request</i> or by providing us with a valid instruction, you have authorised us to arrange for funds to be debited from <i>your account</i>. You should refer to the <i>Direct Debit Request</i> and this <i>agreement</i> for the terms of the arrangement between us and you.</p> <p>1.2 We will only arrange for funds to be debited from <i>your account</i> as authorised in the <i>Direct Debit Request</i>.</p> <p><b>or</b></p> <p>We will only arrange for funds to be debited from <i>your account</i> if we have sent to the address nominated by you in the <i>Direct Debit Request</i>, a billing advice which specifies the amount payable by you to us and when it is due.</p> <p>1.3 If the <i>debit day</i> falls on a day that is not a <i>banking day</i>, we may direct <i>your financial institution</i> to debit <i>your account</i> on the following <i>banking day</i>. If you are unsure about which day <i>your account</i> has or will be debited you should ask <i>your financial institution</i>.</p>
<p>2. Amendments by us</p>	<p>2.1 We may vary any details of this <i>agreement</i> or a <i>Direct Debit Request</i> at any time by giving you at least fourteen <b>(14) days</b> written notice.</p>
<p>3. Amendments by you</p>	<p>3.1 You may change*, stop or defer a debit payment, or terminate (cancel) this agreement at any time by providing us with at least 30 <b>days</b> notification by writing to:</p> <p>office@johnberneschool.org</p> <p><b>or</b></p> <p>by telephoning us on 02 9560-9260 during business hours;</p> <p><b>or</b></p> <p>arranging it through your own financial institution, which is required to act promptly on your instructions.</p> <p>*Note: in relation to the above reference to 'change', your financial institution may change your debit payment only to the extent of advising us The John Berne School of your new account details.</p>

<p>4. Your obligations</p>	<p>4.1 It is <i>your</i> responsibility to ensure that there are sufficient clear funds available in <i>your account</i> to allow a <i>debit payment</i> to be made in accordance with the <i>Direct Debit Request</i>.</p> <p>4.2 If there are insufficient clear funds in <i>your account</i> to meet a <i>debit payment</i>:</p> <ol style="list-style-type: none"> <li><i>you</i> may be charged a fee and/or interest by <i>your financial institution</i>;</li> <li><i>you</i> may also incur fees or charges imposed or incurred by us; and</li> <li><i>you</i> must arrange for the <i>debit payment</i> to be made by another method or arrange for sufficient clear funds to be in <i>your account</i> by an agreed time so that we can process the <i>debit payment</i>.</li> </ol> <p>4.3 You should check <i>your account</i> statement to verify that the amounts debited from <i>your account</i> are correct.</p>
<p>5. Disputes</p>	<p>5.1 If you believe there has been an error in debiting <i>your account</i>, you should notify us directly by phone 02 9560-9260, by mail to Locked Bag 6 Petersham NSW 2049 or email office@johnberneschool.org and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly. Alternatively you can take it up directly with your financial institution.</p>

	<p>5.2 If we conclude as a result of our investigations that <i>your</i> account has been incorrectly debited we will respond to <i>your</i> query by arranging for <i>your financial institution</i> to adjust <i>your</i> account (including interest and charges) accordingly. We will also notify you in writing of the amount by which <i>your account</i> has been adjusted.</p> <p>5.3 If we conclude as a result of our investigations that <i>your account</i> has not been incorrectly debited we will respond to <i>your</i> query by providing you with reasons and any evidence for this finding in writing.</p>
6. Accounts	<p>You should check:</p> <ul style="list-style-type: none"> <li>a) with <i>your financial institution</i> whether direct debiting is available from <i>your account</i> as direct debiting is not available through BECS on all accounts offered by financial institutions.</li> <li>b) <i>your</i> account details which you have provided to us are correct by checking them against a recent <i>account</i> statement; and</li> <li>c) with <i>your financial institution</i> before completing the <i>Direct Debit Request</i> if you have any queries about how to complete the <i>Direct Debit Request</i>.</li> </ul>
7. Confidentiality	<p>7.1 We will keep any information (including <i>your account</i> details) in <i>your Direct Debit Request</i> 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> <ul style="list-style-type: none"> <li>a) to the extent specifically required by law; or</li> <li>b) for the purposes of this <i>agreement</i> (including disclosing information in connection with any query or claim).</li> </ul>
8. Notice	<p>8.1 If you wish to notify us in writing about anything relating to this <i>agreement</i>, you should write to:</p> <p style="padding-left: 40px;">The Principal The John Berne School Locked Bag 6 Petersham NSW 2049</p> <p>8.2 We may send notices either electronically to your email address or by ordinary post to the address you have given us.</p> <p>8.3 If sent by mail, communications are taken to be received on the day they would be received in the ordinary course of post.</p>