

Fee Payment Elective Form

Family Surname: _____

Student Name/s: _____

A. Payment Frequency

1. Pay in Full:

5% discount if paid by **Friday 10 December 2021**

2. Pay by Pay Cycle:

- Weekly (commencing on 4 February 2022 for **44 weeks** to 2 December 2022)
- Weekly (commencing on 4 February 2022 for **52 weeks** to 27 January 2023)
- Fortnightly A (commencing on 4 February 2022 for **22 fortnights** to 25 November 2022)
- Fortnightly B (commencing on 4 February 2022 for **26 fortnights** to 20 January 2023)
- Monthly (commencing on 25 February 2022 for **10 months** to 25 November 2022)
- Monthly (commencing on 25 February 2022 for **12 months** to 27 January 2023)
- Quarterly (commencing on 4 February 2022 for **4 Terms** to 14 October 2022)

Pay cycles for future years will follow the same pattern but with different calendar dates.

B. Payment Method

Payment Details:

- Direct Debit (preferred method)**
- BPAY
- Direct Credit
- Credit Card

Please note that the payment method and frequency nominated on this form will continue throughout your time with us at Trinity, unless advised otherwise.

Note:

- Extra items are billed throughout the year and are due on invoice.
- If you have nominated to pay by Direct Debit, please read 'Direct Debit Request (DDR) Service Agreement' and complete and return the 'Direct Debit Request' form.
- Monthly payments are due by the last day of the month.
- Quarterly payments are due by the second week of each term.
- Automatic Credit Card payments are only available for the Monthly or Quarterly Cycle.
- Over the counter Cheque, EFTPOS/Credit Card payments may be made at any time
- Cash will not be accepted for the payment of fees. Bank details will be provided to parents who wish to pay fees with cash.

DIRECT DEBIT REQUEST

I/We request Trinity Anglican College to arrange for funds to be debited from my/our nominated account at the financial institution shown below according to the Drawing Details specified below.

I/We have received a copy of the DDR Service Agreement.

Name

Account No (eg ABC001)

Address

Name of Financial Institution

Branch name

BSB number

Account number

Account Name

Drawing Details

Commencing on: ____ / ____ / 202__

Account Holders' Signature (s)

(If debiting from a joint account, both signatures are required)

Date

CUSTOMER DDR SERVICE AGREEMENT

OUR COMMITMENT TO YOU

This document outlines our service commitment to you, in respect of the Direct Debit Request (DDR) arrangements made between Trinity Anglican College and you. It sets out your rights, our commitment to you and your responsibilities to us, together with where you should go for assistance.

Initial terms of the arrangement

In terms of the Direct Debit Request arrangements made between us and signed by you, we undertake to periodically debit your nominated account for the agreed amount as authorised in the direct debit schedule.

DRAWING ARRANGEMENTS

- The first drawing under this Direct Debit arrangement will occur on the nominated day.
- If any drawing falls due on a non-business day, it will be debited to your account on the next business day following the scheduled drawing date.
- A minimum 14 days notice will be given in writing when changes to the initial terms of the arrangement are made. This notice will state any changes to initial terms.

YOUR RIGHTS

CHANGES TO THE ARRANGEMENT

If you wish to make any changes to the initial terms, please advise Trinity Anglican College in writing. Changes should be notified at least seven days prior to the next scheduled drawing date.

These changes may include:

- deferring the drawing;
- altering the schedule;
- stopping an individual debit;
- suspending the DDR; or
- cancelling the DDR completely.

ENQUIRIES

All enquiries should be directed to Trinity Anglican College, rather than to your financial institution. All communication addressed to us should include your full name and address as shown on the Direct Debit.

All personal customer information held by us will be kept confidential except information provided to your financial institution to initiate the drawing to your nominated account.

DISPUTES

- If you believe that a drawing has been initiated incorrectly, we encourage you to take the matter up directly with us by contacting us at Trinity Anglican College on (02) 6049 3400.
- If you do not receive a satisfactory response from us to your dispute, contact your financial institution who will respond to you with an answer to your claim:
 - ❖ within 7 business days (for claims lodged within 12 months of the disputed drawing) or
 - ❖ within 30 business days (for claims lodged more than 12 months after the disputed drawing)
- You will receive a refund of the amount if we cannot substantiate the reason for the drawing.

Note: Your financial institution will ask you to contact us to resolve your disputed drawing prior to involving them.

YOUR COMMITMENT TO US

It is your responsibility to ensure that:

- the nominated account can accept direct debits (your financial institution can confirm this)
- on the drawing date sufficient cleared funds are available in the nominated account
- you advise us if the nominated account is transferred or closed.

If your drawing is returned or dishonoured by your financial institution it will be reprocessed. Any transaction fees payable by us in respect of the above may be claimed by the Fund from you.