



**Direct Debit Request Form**

**Moreton Bay Boys College (314011)**

**Authorisation Agreement**

This form may be used to request a direct debit arrangement with Moreton Bay Boys College. Please read the terms and conditions contained within the Customer Direct Debit Service Agreement (DDR), provided at the end of this form. Once completed, please sign and return the form to the Moreton Bay Boys College Finance Team via email at [Accounts@mbbc.qld.edu.au](mailto:Accounts@mbbc.qld.edu.au). The request will then be processed by the Finance Team, and the Direct Debit set up.

**Your Details**

Personal Details	<input type="text"/>	
	Parent Code	
	<input type="text"/>	<input type="text"/>
	Surname	
	Given name/s	
	<input type="text"/>	
	Address:	Post Code
	<input type="text"/>	<input type="text"/>
	Phone Number	Mobile

**Section 1 – Voluntary Building Fund Donation**

*Completion of this section is compulsory*

Donations to the Building Fund are crucially important to the school and are used to fund upgrades and improvements to school buildings and facilities.

Donations are voluntary, however as a guide we suggest a donation of \$150 per family, per term.

All donations are tax deductible, and at the end of each financial year a receipt will be provided.

**Would you like to include a donation to the Moreton Bay Boys College Building Fund? (Please tick)**

Yes  If yes, please advise amount:  \$  per term (other)

No

**Section 2 – Amount Calculation**

*Completion of this section is compulsory*

To assist you in calculating your preferred direct debit amount and schedule, a calculation worksheet has been provided along with this form. Alternatively, if you prefer, the Finance Team can calculate the amount to be debited.

The calculation will include any existing balance, 2019 tuition fees and building fund donations.



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**Would you like the Finance Team to calculate the direct debit amount? (Please tick)**

Yes  If yes, please place an X in the desired payment frequency (Section 4/5 below)

No

An estimate of any applicable camp costs can be included in the recalculation, however please note that as camp costs are not finalised until immediately prior to camps this amount will be an estimate only and an additional payment may be necessary in order to balance at the end of the year.

**Would you like an estimate of camp costs included in the recalculation? (Please tick)**

Yes

No

Additional charges such as levies and extra-curricular activities will not be included in the calculated direct debit amount. The recalculation will be such that the account balance will be cleared by the end of the 2019 school year.

**Section 3 – Payment Schedule**

The payment schedule for each frequency option is listed below.

**Students – Prep to Year 11 (billed over 4 terms)**

Weekly	44 payments due, commencing 1 Feb 2019 – 29 Nov 2019 (every Friday)
Fortnightly	22 payments due, commencing 1 Feb 2019 – 22 Nov 2019 (every 2 <sup>nd</sup> Friday)
Monthly	10 payments due, commencing 1 Feb 2019 – 1 Nov 2019
Termly	4 payments due, 1 <sup>st</sup> day of each Term

**Students – Year 12 (billed over 3 terms)**

Weekly	35 payments due, commencing 1 Feb 19 – 27 Sept 19 (every Friday)
Fortnightly	18 payments due, commencing 1 Feb 19 – 27 Sept 19 (every 2 <sup>nd</sup> Friday)
Monthly	8 payments due, commencing 1 Feb 19 – 1 Sept 19
Termly	3 payments due, 1 <sup>st</sup> day of each Term

**Section 4 – Direct Debit from a Cheque/Savings Account**

*Please complete this section if you would like to set up a direct debit from a cheque or savings account*

I/We request and authorise MORETON BAY BOYS COLLEGE (314011) to arrange, through its own financial institution, a debit of the below nominated amount and frequency to the below nominated account.

<b>Financial Institution:</b>	(Bank)	(Branch)			
<b>BSB:</b>					
<b>Account:</b>					
<b>Account Name:</b>					
<b>Amount/Frequency:</b>	\$	\$	\$	\$	\$
	Weekly	Fortnightly	Monthly	Termly	Other



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**Section 5 – Direct Debit from a Credit Card**

*Please complete this section if you would like set up a direct debit from a credit card*

I/We request and authorise MORETON BAY BOYS COLLEGE (314011) to arrange, through its own financial institution, a debit of the below nominated amount and frequency to the below nominated credit card.

<b>Credit Card Number:</b>					
<b>Expiry Date:</b>					
<b>Cardholder Name:</b>					
<b>Amount/Frequency:</b>	\$	\$	\$	\$	\$
	Weekly	Fortnightly	Monthly	Termly	Other

*NB: Payments made via credit card will incur a surcharge of 0.778% for Visa/Mastercard, and 0.95% for Amex*

**Section 6 – Signatory and Authorisation**

*Completion of this section is compulsory*

By signing and/or providing a valid instruction in respect of the Direct Debit Request, I/we confirm that I/we have read, understood and agreed to the terms and conditions governing the debit arrangements with MORETON BAY BOYS COLLEGE (314011) as set out in this Request and the attached Customer Direct Debit Service Agreement.

Signature:  Date:

Signature:  Date:

*If debiting from a joint card/bank account, both signatures are required.*

*The debit/charge will be made through the Bulk Electronic Clearing System (BECS) from your account held at the financial institution you have nominated and will be subject to the terms and conditions of the Customer Direct Debit Request Service Agreement (DDR).*

*Payments made via credit card will incur a surcharge of 0.778% for Visa/Mastercard, and 0.95% for American Express.*



### **Customer Direct Debit Request (DDR) Service Agreement**

This document constitutes your Direct Debit Services Agreement with MORETON BAY BOYS COLLEGE (314011), ABN 32 104 373 631. It explains what your obligations are when undertaking a Direct Debit arrangement with us, and also details what our obligations are to you as your Direct Debit provider.

Please retain a copy of this agreement for future reference. It forms part of the terms and conditions of your Direct Debit Request and should be read in conjunction with your Direct Debit Request Authorisation Agreement.

#### **Enquiries**

If you have any enquires regarding your arrangement, you may contact us directly, quoting your parent code (account number) via the following methods;

Email: [Accounts@mbbc.qld.edu.au](mailto:Accounts@mbbc.qld.edu.au) (preferred)

Phone: 07 3906 8444

Post: 302 Manly Rd, Manly West, QLD 4179

Please ensure that any enquires regarding your account are submitted at least 5 working days prior to the next scheduled drawing date in order to allow sufficient processing time for your query.

#### **Debiting Your Account**

By signing a Direct Debit Request Form or by providing us with a valid instruction, you have authorised us to arrange for funds to be debited from your account/credit card. You should refer to the Direct Debit Request Form and this agreement for the terms of the arrangement between yourself and MORETON BAY BOYS COLLEGE (314011).

We will only arrange for funds to be debited from your account as authorised in the Direct Debit Request Form, or as per a valid instruction.

#### **Amendments by Us**

We may vary any details of this agreement or a Direct Debit Request at any time by giving you at least fourteen (14) days written notice.

#### **Amendments by You**

You may change, stop or defer a payment or terminate this agreement by contacting us directly, quoting your parent code (account number) via the following methods;

Email: [Accounts@mbbc.qld.edu.au](mailto:Accounts@mbbc.qld.edu.au) (preferred)

Phone: 07 3906 8444

Post: 302 Manly Rd, Manly West, QLD 4179

Please ensure that any requests to change, stop or defer a payment or terminate this agreement are submitted at least 5 working days prior to the next scheduled drawing date in order to allow sufficient processing time.

Alternatively, you may contact your financial institution.



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### Your Obligations

It is your responsibility to ensure that there are sufficient clear funds available in your account to allow a debit payment to be made in accordance with the Direct Debit Request.

If there are insufficient clear funds in your account to meet a debit payment:

- You may be charged a fee and/or interest by your financial institution;
- You may also incur fees or charges imposed or incurred by us; and
- You must arrange for the debit payment to be made by another method or arrange for sufficient clear funds to be in your account by an agreed time so that we can process the debit payment.

You should check your account statement to verify that the amounts debited from your accounts are correct.

### Dispute

If you believe that there has been an error in debiting your account, you should contact us directly, quoting your parent code (account number) via the following methods;

Email: [Accounts@mbbc.qld.edu.au](mailto:Accounts@mbbc.qld.edu.au) (preferred)

Phone: 07 3906 8444

Post: 302 Manly Rd, Manly West, QLD 4179

We will investigate your concern and if, as a result of the investigation we conclude that your account has been incorrectly debited, we will arrange for the disputed charge/s to be reversed or amended.

If we conclude, as a result of our investigations, that your account has not been incorrectly debited we will provide you with our reasoning and evidence for this finding in writing.

Alternatively, you may contact your financial institution.

### Confidentiality

We will keep any information (including your account details) in your Direct Debit Request Form 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.

We will only disclose information that we have about you;

- To the extent specifically required by law; or
- For the purposes of this agreement (including disclosing information in connection with any query or dispute)