



Saint Ignatius College Geelong

A Jesuit Companion School

27 Peninsula Drive, Drysdale. Vic. 3222

T: (03) 5251 1136 F: (03) 5251 3547 E: accounts@ignatius.vic.edu.au W: www.ignatius.vic.edu.au ABN: 59 345 224 293

School Fees and Building Fund Payment Plan for 2022

Name of Student: _____
First Name Surname

Siblings currently enrolled at a Catholic Primary School

First Name	Surname	Catholic Primary School	Current Year Level

School Fees Payment Options

Fee Payment Plans are calculated using the total of Fee Statement after fees are added each year. Invoices sent prior to or after the Fee Statement being processed for Music lessons, Laptops or other sundry items are to be paid on receipt of invoice.

Please indicate which option you will be using for the payment of your College Fees in 2022

	Instalments	Ends	Commences	Option Selected (tick)
Fortnightly Direct Debit	20	11 November, 2022	18 February, 2022	
Monthly Direct Debit	10	18 November, 2022	18 February, 2022	
Quarterly Direct Debit	4			
Instalment 1			25 February, 2022	
Instalment 2			28 May, 2022	
Instalment 3			12 August, 2022	
Instalment 4			4 November, 2022	
Annual Direct Debit	1		30 March, 2022	
Monthly Credit Card	10	8 December, 2022	8 March, 2022	
Annual Credit Card	1		30 March, 2022	

Please note that any instalment dates that fall on a weekend or public holiday will be processed on the next business day.

BPAY or other

Please Tick Option: Monthly Fortnightly Per Term Annual Due 30 March, 2022

Direct Debit Request

BSB:	Account Number:	Name on Account:	Bank:

Credit Card

Number: _____ Exp Date: ____ / ____

Name on Card: _____

College Building Fund

The Building Fund is tax deductible. This fund provides valuable support for the construction and maintenance of buildings. If you select to support our Building Fund, the charge will appear on your fee statement. Please advise which option you would like for your deduction and tax deduction receipt.

I wish to contribute to the College Building Fund using the payment method outlined above for fees: Yes No

Acknowledgement

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 the debit arrangements between you and Saint Ignatius College Geelong as set out in this Request and in your Direct Debit Service Agreement.

Parent / Guardian 1

Name: _____

Signature: _____

Date: _____

Parent / Guardian 2

Name: _____

Signature: _____

Date: _____

Request and authorise **Saint Ignatius College Geelong - User ID 622606** to arrange, through its own financial institution, a debit to your nominated account any amount Saint Ignatius College Geelong has deemed payable to you.

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.

Direct Debit Service Agreement - Saint Ignatius College Geelong

The following is your Direct Debit Service Agreement with **Saint Ignatius College Geelong – ABN 59 345 224 293**. The agreement is designed to explain 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.

We recommend you keep this agreement in a safe place 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 form.

Definitions

- **account** means the account held at *your financial institution* from which we are authorised to arrange for funds to be debited.
- **agreement** means this Direct Debit Request Service Agreement between you and us.
- **banking day** means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.
- **debit day** means the day that payment by you to us is due.
- **debit payment** means a particular transaction where a debit is made.
- **direct debit request** means the Direct Debit Request between us and you.
- **us or we** means **Saint Ignatius College Geelong** (the Debit User) you have authorised by signing a *direct debit request*.
- **you** means the customer who signed the *Direct Debit Request*.
- **your financial institution** means the financial institution nominated by you on the DDR at which the account is maintained.

1. Debiting your account

By signing a *Direct Debit Request*, you have authorised us to arrange for funds to be debited from *your account*. You should refer to the *Direct Debit Request* and this agreement for the terms of the arrangement between us and you.

We will only arrange for funds to be debited from *your account* as authorised in the *Direct Debit Request*.

If the *debit day* falls on a day that is not a *banking day*, we may direct your *financial institution* to debit your account on the following *banking day*.

If you are unsure about which day *your account* has or will be debited you should ask *your financial institution*.

2. 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.

3. Amendments by you

You may change, stop or defer a debit payment, or terminate this agreement by providing us with at least fourteen (14) days' notification by writing to: fees@ignatius.vic.edu.au or by telephoning us on 5251 1136 during business hours or arranging it through your own financial institution.

4. 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 account* are correct

5. Dispute

If you believe that there has been an error in debiting *your account*, you should notify us directly on 5251 1136 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 with your financial institution direct.

If we conclude as a result of our investigations that *your account* has been incorrectly debited we will respond to *your* query by arranging for *your financial institution* to adjust *your account* (including interest and charges) accordingly. We will also notify you in writing of the amount by which *your account* has been adjusted.

If we conclude as a result of our investigations that *your account* has not been incorrectly debited we will respond to *your* query by providing you with reasons and any evidence for this finding in writing.

6. Accounts

You should check:

- with *your financial institution* whether direct debiting is available from *your account* as direct debiting is not available on all accounts offered by financial institutions.
- your* account details which you have provided to us are correct by checking them against a recent account statement; and
- with *your financial institution* before completing the *Direct Debit Request* if you have any queries about how to complete the *Direct Debit Request*.

7. Confidentiality

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

8. Notice

If you wish to notify us in writing about anything relating to this agreement, you should write to fees@ignatius.vic.edu.au

We will notify you by sending a notice in the ordinary post to the address you have given us in the *Direct Debit Request*.

Any notice will be deemed to have been received on the third *banking day* after posting