

DIRECT DEBIT REQUEST

REDFIELD COLLEGE

Customers' Authority

Name of Customer(s) authorising Direct Debit Request

I/We

Authorise you

PARED Limited (ABN 40 002 343 615)
ATF Redfield College

User No. 30327

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 **Direct Debit Service Request Agreement (see Page 2)**

Signature:

Date:

Signature:

Date:

Details of account to be debited

Name of the Financial Institution

Account name

BSB number

Account number

I/We request that you debit my/our account as detailed

Agreed Payment of: Monthly educational expenses

Commencing (date): ___/___/20___ until further notified by me/us in writing.

Name of Family:

(PARED Limited Family Key):

Your bank statement will show 'Redfield – school fees' for any direct debit payments debited by us.

I/We authorise the following:

1. The Direct User to verify the details of the abovementioned account with my/our Financial Institution.
2. The Financial Institution to release information allowing the Debit User to verify the abovementioned account details.

Signed by the Account Holder (s)

Please return this form to PARED Limited, 839 Old Northern Road, Dural NSW 2158 OR by email info@pared.edu.au OR by Fax 9651 3727.

DIRECT DEBIT REQUEST SERVICE AGREEMENT (Redfield) – TERMS & CONDITIONS

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, including the direct debit request

Business day means a day other than a Saturday or a Sunday or a listed public holiday

Debit day means the day that payment is due

Debit payment means a particular transaction where a debit is made, according to your direct debit request

Direct debit request means the Direct Debit Request between us and you

Us and we and our means the PARED Limited (ABN 40 002 343 615) or Redfield College

You means the customer(s) who signed the direct debit request

Your financial institution is the financial institution where you hold the account that you have authorised us to arrange to debit.

1. **Debiting your account:** By signing a direct debit request, you have authorised us to arrange for funds to be debited from your account according to the agreement we have with 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 business day, we may direct your *financial institution* to debit your account on the following or previous *business day*. If you are unsure about which day your account has or will be debited, please check with your *financial institution*.

2. **Changes by you:** If you wish to stop or defer a debit payment your written request must be received at least 5 business days before the next debit day. This notice should be given to PARED Limited (839 Old Northern Road, Dural) in the first instance

3. **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. If there are insufficient clear funds available in your account to meet a debit payment:

- you or your account may be charged a fee and/or interest by your financial institution;
- you or your account may be charged a fee to reimburse us for charges we have incurred for the failed transaction;

Please check your account statement to verify that the amounts debited from your account are correct.

4. **Dispute** If you believe that there has been an error in debiting your account you should call PARED on PH: 96511177 and confirm the details in writing with them as soon as possible so that PARED Limited can resolve your query quickly.

5. **Accounts:** You should check:

- with your financial institution whether direct debiting is available from your 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.

Warning: if the account number you have quoted is incorrect, you may be charged a fee to reimburse our costs in correcting any deductions from:

- an account you do not have authority to operate; or
- an account you do not own.

6. **Confidentiality:** PARED Limited and Redfield College ('the fund') 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. However, we may use your contact details to provide information about the fund. Should you wish this not to be the case, please advise PARED in writing.