

# PENRITH CHRISTIAN SCHOOL

*Christ Centred Education for Significant and Abundant Living*

## Direct Debit Request – Bank Account

I/We \_\_\_\_\_ request Penrith Christian School, **User ID 230917** to arrange for funds to be debited from my/our nominated account at the financial institution shown below according to the schedule specified below.

**Name:**

**Family Key:**

**Address:**

**Postcode:**

**Name and Branch of Financial Institution:**

**BSB Number:**

**Account Number:**

Commencing [immediately / on   ] (delete one)

please debit \$\_\_\_\_\_ from the above account each:

Weekly Friday       Fortnightly Friday       Monthly 15<sup>th</sup>   
(Include any additional charges appearing on my account)

**Signature/s:**

*If you have nominated a joint account to be debited, we require both signatories*

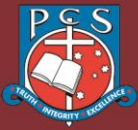
**Date:**

**Please take the time to carefully read the Direct Debit Authority Service Agreement.**

I/we \_\_\_\_\_ have read the Direct Debit Authority Service Agreement Terms and Conditions:

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# PENRITH CHRISTIAN SCHOOL

*Christ Centred Education for Significant and Abundant Living*

## Direct Debit Request – Credit Card

I/We \_\_\_\_\_ request Penrith Christian School to arrange for funds to be debited from my/our Credit Card according to the schedule specified below.

<b>Name:</b>	<input type="text"/>
<b>Family Key:</b>	<input type="text"/>
<b>Address:</b>	<input type="text"/>
	<b>Postcode:</b>
<b>Card Number:</b>	<input type="text" value="□□□□-□□□□-□□□□-□□□□"/>
<b>Expiry Date:</b>	<input type="text" value="□□-□□"/>
<b>Name on Card:</b>	<input type="text"/>
<b>Card Type:</b>	<input type="text" value="(Diners Club not accepted)"/>

Commencing on the 15<sup>th</sup> of \_\_\_\_\_

Please debit \$\_\_\_\_\_ from the above account on the 15<sup>th</sup> of each month.  
Please include any additional charges appearing on my account.

**Signature/s:**

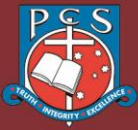
**Date:**

**Please take the time to carefully read the Direct Debit Authority Service Agreement.**

I/we \_\_\_\_\_ have read the Direct Debit Authority Service Agreement Terms and Conditions:

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Direct Debit Authority Service Agreement Terms and Conditions

### Our commitment to you, your rights, and your commitment to us:

This document outlines our service commitment to you in respect of the Direct Debit Request (DDR) arrangements made between Penrith Christian School, User ID 230917 and you. It sets out your rights, our commitment to you and your responsibilities to us, together with where you should go for assistance.

- We undertake to periodically debit your nominated account for the agreed amount for School Fees.
- If any drawing falls due on a non-business day, it will be debited to your account on the previous business day before the scheduled drawing date.
- We will give you at least 14 days' notice when changes to the initial terms of the arrangement are made.
- You must notify us in writing if you want to make changes to the drawing arrangements. These changes may include deferring the drawing, altering the schedule, stopping an individual debit, suspending the DDR or cancelling the DDR completely.
- Direct all enquiries to the Accounts Department by telephoning School Reception on 4737 4300 or emailing [accounts@pcs.nsw.edu.au](mailto:accounts@pcs.nsw.edu.au), at least four (4) working days prior to the next scheduled drawing date. All communication addressed to us should include your Family Key and a return contact telephone number.
- All personal customer information held by us will be kept confidential, except that information provided to our financial institution to initiate the drawing to your nominated account.
- If you believe that a drawing has been initiated incorrectly, we encourage you to take the matter up directly with us by contacting the Accounts Department.
- You will receive a refund of the drawing amount if we cannot substantiate the reason for the drawing.

### It is your responsibility to ensure that:

- your nominated account can accept Direct Debits (your financial institution can confirm this)
- on the drawing date there is sufficient cleared funds in the nominated account, and should the deduction be delayed, funds will remain available until the payment has been cleared
- you advise us if the nominated account is transferred or closed.

**If your drawing is returned or dishonoured by your financial institution we will contact you to arrange payment. We will charge your account a \$10.00 fee should any payment be dishonoured or returned.**