



# BLUE GUM MONTESSORI SCHOOL INC. DIRECT DEBIT AUTHORITY

Please return completed forms to the accounts department.

## Parent Information

Surname \_\_\_\_\_ First Name \_\_\_\_\_

Residential Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Contact Number \_\_\_\_\_

## Payment Details

Please select which payment option you are choosing:

Direct Debit – Termly    Direct Debit – Monthly    Direct Debit – Fortnightly

Depending on which option you have chosen, we will debit or charge your nominated account per the 2017 Blue Gum Montessori School fee schedule.

## Payment Option 1: Direct debit from bank account

Financial Institution Name: \_\_\_\_\_

Branch address: \_\_\_\_\_

Name on Account: \_\_\_\_\_

BSB number: \_\_\_\_\_ Account Number: \_\_\_\_\_

## Payment Details

I/we request and authorise Blue Gum Montessori School Inc, until further notice in writing, to arrange for funds to be debited from my/our account at the financial institution identified and as prescribed above.

By signing this Direct Debit Authority, I/we acknowledge having read and understood the terms and conditions governing the debit arrangements between me/us and Blue Gum Montessori School Inc as set out in this Authority and in the Direct Debit Service Agreement overleaf.

Signature 1: \_\_\_\_\_ Date: \_\_\_\_\_

Signature 2: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Please note that this form is only valid for current school year.**



## **Direct Debit Service Arrangement**

Please direct any queries concerning this agreement or any drawing made under it to:

**Finance Manager**

**Blue Gum Montessori School Inc.**

**11 Hope Road**

**Bibra Lake WA 6163**

Phone: (08) 9417 4060

Email: [finance.manager@bgms.wa.edu.au](mailto:finance.manager@bgms.wa.edu.au)

### **1. Direct debit arrangements**

Your signature on the Direct Debit Authority form allows us to debit your nominated account for the amount owing. If a direct debit falls on a day which is not a business day, the drawing will be made on the next business day.

We will keep your direct debit records and account details confidential, except where the disclosure of certain information to your financial institution is necessary to enable us to act in accordance with your drawing arrangements. We may disclose the information in the event of a claim or relation to an alleged incorrect or wrongful debit, or otherwise as required by law.

If you dispute a payment, we will endeavour to respond to your dispute within 5 days of receipt.

### **2. Your rights**

You can cancel, alter or suspend your drawing arrangements at any time in writing to Blue Gum Montessori School Finance Department at least 2 business days before the cancellation, alteration or suspension is to take effect. You can also stop or defer an individual drawing by writing to us at least 2 business days before the date that drawing is to be made. Any amendments should be made in writing to the Finance Officer (details above).

### **3. Your responsibilities**

It is your responsibility to:

- Ensure you check and communicate any discrepancies to the Finance Department.
- Ensure that your designated account can accept direct debits. Direct debiting may not be available on all accounts, so please check with your financial institution.
- Check that you have filled in your correct account details on the Direct Debit Authority.
- Ensure that there are sufficient cleared funds in your nominated account by the due date to enable drawings to be made in accordance with your drawing arrangements.
- Advise us in writing if your nominated account is transferred, closed or any other account details change.
- Arrange a timely and suitable alternative payment method if your drawing arrangements are cancelled.

### **4. School's right to terminate direct debit arrangement**

The school reserves the right to terminate the Direct Debit Arrangement where your financial institution dishonours/declines payment. Under these circumstances your account will default to Term payments (i.e. due Friday before the first day of the school term).