

Direct Debit / Credit Card Authority

I/We _____ Account Code: _____
Customer

of _____ Student(s): _____
address

authorise* Christian Schools Tasmania (APCA User ID number 065907) to arrange funds to be:

<input type="checkbox"/> DIRECT DEBITED from my/our account at the financial institution identified below and as prescribed below through the Bulk Electronic Clearing System (BECS) Name of Financial Institution: _____ Account in the name of: _____ BSB Number: _____ - _____ Account Number: _____	or	<input type="checkbox"/> Deducted from my/our CREDIT CARD as noted below <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard Name on card: _____ Card number: _____ - _____ - _____ - _____ Expiry Date: _____ / _____
--	----	--

in the amount of: \$ _____

occurring:

<input type="checkbox"/>	each term – 28th of January, April, July, and October
<input type="checkbox"/>	monthly – 28th of month
<input type="checkbox"/>	fortnightly – Thursday commencing (Thursday) _____
<input type="checkbox"/>	weekly – Thursday commencing (Thursday) _____
<input type="checkbox"/>	other plan by arrangement: _____

Comments: _____

*This authorisation remains in force in accordance with the terms described in the **Direct Debit / Credit Card Authority Customer Service Agreement** (see reverse).

<i>Authorised accountholder</i>	<i>Authorised accountholder</i>
Name _____	_____
Signature _____	_____
Date _____	_____

<u>Office Use Only</u>
Tender _____
Amount _____
Entered _____ _____

CHRISTIAN SCHOOLS TASMANIA
DIRECT DEBIT / CREDIT CARD AUTHORITY
CUSTOMER SERVICE AGREEMENT

1. The Customer will be advised 1 week in advance of any changes to the arrangements.
2. For all matters relating to this arrangement, the Customer will need to:
 - 2.1 Call the Christian Schools Tasmania (CST) Office on 03 6224 8300
 - 2.2 Or visit the CST Office at 299 Macquarie Street Hobart
 - 2.3 Or send written correspondence to 299 Macquarie St Hobart outlining the request/issue
 - 2.4 Or email admin@cst.tas.edu.au
 - 2.5 Allow up to 1 week for the amendments to take effect.
3. The Customer should be aware that in relation to Direct Debiting:
 - 3.1 This facility processed through BECS is not available on all accounts; and
 - 3.2 Account details should be checked against a recent statement from the relevant Financial Institution. If there are any doubts reference should be made to the Financial Institution before completing this authority.
4. It is the Customer's responsibility to ensure sufficient cleared funds are in the nominated debit / credit card account when the payments are to be drawn. At least 1 week's notice must be given either by phone or in writing for a change to a direct debit or credit card authority.
5. If the due date falls on a non-working day or public holiday, the payment may be processed on the next working day.
6. For declined direct debit or credit card transactions:
 - 6.1 Further attempts may be made to process the transaction on subsequent days; and
 - 6.2 Any fees or charges relating to declined or unpaid transactions will be debited to the Customer's School fee account.
7. All customer records and account details will be kept private and confidential to be disclosed only at the request of the customer or Financial Institution in connection with a claim made to an alleged incorrect or wrongful debit.
8. This authority will remain in force until all outstanding fees are paid and no children remain enrolled at a CST School. Customers will always have the option of stopping or changing a direct debit/credit card authority any time.