Office Use Only:
Family Key:_____
Frequency: _____
Updated:_____

TRANBY COLLEGE
90 Arpenteur Drive, BALDIVIS, WA 6171
Postal Address: PO Box 2186, ROCKINGHAM DC, WA 6967
Tel: (08) 9524 2424
Fax: (08) 9524 2428
Email: finance@tranby.wa.edu.au

Direct Debit Request Request and Authority to debit the account named below to pay Tranby College.	
Request and Authority to debit:	Surname_____ Given name(s)_____"you" Student name(s)_____ Company Name _____ ABN/ARBN_____ Request and authorise Tranby College (ID: 409036) to arrange, through its own financial institution, a debit to your nominated account any amount Tranby College, has deemed payable by 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.
Name and address of financial institution at which account is held:	Name of financial institution_____ Address_____ _____
Insert details of account to be debited:	Bank Account Name_____ BSB Number | _____|_____|_____| - |_____|_____| _____| Account Number | ____ |____|____|____|____|____|____|____|____|
Frequency of debits: ☐ ☐ ☐ ☐ (Tick box)	21 Fortnightly payments commencing Monday 1st February - Monday 8th November 2021 21 Fortnightly payments commencing Monday 8th February - Monday 15th November 2021 10 Monthly payments on 21st of each month from February - November 2021 4 Termly payments – 15th February, 3rd May, 2nd August, 25th October 2021
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 Tranby College as set out in this Request and in your Direct Debit Request Service Agreement.
Insert your signature and address:	Signature 1_____ Signature 2_____ *(If applicable)* *(If signing for a Company, sign and print full name in and capacity for signing e.g. Director)* Address_____ _____ Date _____/_____/_____

TRANBY COLLEGE (ABN 65 900 721 348)
2021 Direct Debit Request Service Agreement

This is *your* Direct Debit Service Agreement with Tranby College (ID: 409036 Tranby College ABN 65 900 721 348). It explains 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.

1. By signing a Direct Debit Request or by providing us with a valid instruction, 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 *you* and *us*.

2. *We* may debit your nominated account until the authority is revoked. If the debit day falls on a non-business day *we* may draw the amount on the next business day.

3. It is your responsibility to ensure that there are sufficient cleared funds available in your account to meet a debit payment to be made in accordance with the Direct Debit Request.

4. If there are insufficient funds in your account to meet a direct debit payment, *you* may be charged a fee and/or interest by your financial institution. *You* must arrange for the direct debit payment to be made by another method or arrange for sufficient funds to be in your account by an agreed time so we can process the direct debit payment.

5. *You* may change, stop or defer a debit payment, or terminate this agreement by providing us with at least seven (7) working days notification by writing, emailing finance@tranby.wa.edu.au or telephoning (08)9523 3108 between 8am and 4pm weekdays.

6. *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.

7. If *you* believe that there has been an error in debiting your account, *you* should notify us directly on (08)9523 3108 or email finance@tranby.wa.edu.au as soon as possible so that we can resolve your query.

8. If *we* conclude as a result of our investigations that your nominated account has been incorrectly debited, *we* will respond to your query by arranging for your Financial Institution to adjust your nominated account (including interest and charges) accordingly. *We* will also notify *you* in writing of the amount by which your nominated account has been adjusted. If *we* conclude as a result of our investigations that your nominated account has not been incorrectly debited we will let *you* know the reasons and any evidence for this finding.

9. Direct Debiting may not be available on the full range of accounts at all financial institutions. If in doubt, the customer should check with their financial institution before completing this Direct Debit Request.

10. The customer should ensure that the account details given in the Schedule are correct by checking them against a recent statement from the financial institution at which the account is held.

11. *We* will keep any information in your Direct Debit Request confidential, except to the extent that disclosure is necessary in order to process debits.
    We will only disclose information that we have about *you*:
    (a) to the extent specifically required by law; or
    (b) for the purposes of this agreement (including disclosing information in connection with any query or claim).

12. If *you* wish to notify *us* in writing about anything relating to this agreement, *you* should write to:
    The Finance Manager
    Tranby College
    PO Box 2186
    ROCKINGHAM DC WA 6967
    We will notify *you* by sending a notice in the ordinary post to the address *you* have given us on the Direct Debit Request.
    Any notice will be deemed to have been received on the third banking day after posting.

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 listed public holiday throughout Australia.
Debit Day means the day that payment by *you* to *us* is due.
Direct Debit Request means the Direct Debit Request between *you* and *us*.
Debit payment means a particular transaction where a debit is made.
Us or We means Tranby College, (the Debit User) you have authorised by requesting a Direct Debit Request.
You means the customer who has signed or authorised by other means the Direct Debit Request.
Your financial institution means the financial institution nominated by *you* on the Direct Debit Request at which the account is maintained.