

ACCOUNTS INFORMATION

BILLING INFORMATION

Information provided on this form will be used to set up your fee account with the College. Changes to the enrolment contract are subject to written approval by the College and the consent of both parents.

Student's Full Name

Accounts for fees are to be addressed to (Parent Name/s)

Mailing address for Accounts

Postcode

Email address for Accounts

For your convenience we can issue separate accounts if required (ie., separated families):

Are separate accounts required?

Yes

No

PAYMENT OF COLLEGE FEES

The annual fee account will be billed in November each year, for the following year. **The preferred method of payment for College fees is Direct Debit from a nominated bank account or credit card.**

Direct Debit:

Please select frequency and account type below and complete the Direct Debit Request Form. A schedule of payments and due dates will be printed on your annual fee statement.

- Weekly - Debited weekly on Fridays, from January until November (44 payments)
- Fortnightly - Debited fortnightly on Fridays, from February until November (22 payments)
- Monthly - Debited on the last working day of the month from January to November (11 payments)

Payment in Full:

Upfront payment of annual fees:

- by 31 December 2024 - discount of \$600.00 per student
- by 28 February 2025 - discount of \$400.00 per student

From:

- Bank Account (Savings or Cheque)
- Credit Card Account (Visa, Mastercard, Amex) - no surcharge

PLEASE COMPLETE AND RETURN THE DIRECT DEBIT REQUEST FORM, ALONG WITH THIS FORM TO ESTABLISH YOUR CLC COLLEGE FEE ACCOUNT

Direct Debit Request Form

19 Diamond Street, Eltham Vic 3095 Phone: 9439 4077 Fax: 9431 1157 Email: fees@clc.vic.edu.au



**Catholic
Ladies' College**

Direct Debit via Credit Card or Financial Institution Account

I/we request and authorise Catholic Ladies' College Ltd ABN: 44 058 164 891, APCA User ID: 067181, until further notice to arrange payment of my/our College Fee account as per details below, by debiting my savings/cheque/credit card account as described in the form below.

Parent Name(s)	
College Fee Account No.	OFFICE USE ONLY

Payment Method: Please complete only ONE payment option – either Bank/Credit Union Account OR Credit Card

This section MUST be completed regardless of which payment option is selected

I/we authorise the following:

1. Catholic Ladies' College Ltd to verify the details of the abovementioned account with my/our Financial Institution.
2. The Financial Institution to release information allowing Catholic Ladies' College Ltd to verify the abovementioned account details.

Signed by the Customer(s)

Date

OPTION 1: Bank or Credit Union Account Details

I/we authorise Catholic Ladies' College Ltd to arrange for funds to be debited from my/our account at the Financial Institution identified below and as described below through the Bulk Electronic Clearing System (BECS). This authority is to remain in force in accordance with the terms described in the Catholic Ladies' College Direct Debit Service Agreement (see reverse).

Name of Financial Institution:

Account Name (Given Name and Surname)

BSB

Account Number

Customer Signature (If joint account all signatures are required)

Date

OPTION 2: Credit Card

Please indicate card type with an X. Visa Mastercard American Express

Name of Cardholder (Given Name and Surname)

Card Number

Expiry Date

Cardholder's Signature

Date

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Direct Debit Request Form

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**Catholic
Ladies' College**

Our Commitment to You

Drawing Arrangement:

We will commence drawings in accordance with your schedule provided the Direct Debit Request form is received by our office at least (5) business days prior to the first drawing date.

Your direct debit agreement remains in force until all fees and charges for the education of your daughter/s have been paid or until this agreement has been terminated by you in writing. Written requests for termination of your direct debit agreement must be received by our office at least five (5) working days prior to the next scheduled drawing date.

In January of each year we will confirm in writing the payment schedule for the current school year, this will include dates and amounts.

If a drawing date falls on a non-business day or public holiday, we will draw the amount on the next business day.

We reserve the right to cancel this arrangement if three or more drawings are returned unpaid by your nominated Financial Institution and to arrange with you an alternative payment arrangement.

If a drawing is returned unpaid by your nominated Financial Institution, we reserve the right to pass on to you, any fees and charges incurred.

You authorise Catholic Ladies' College (CLC) to keep your Credit Card details on file for the purpose of Direct Debit payment of school fees until paid in full or cancelled by you in writing. Your financial records will be kept confidential and disclosed only at the request of the Customer or Financial Institution in connection with a claim made regarding an alleged incorrect or wrongful debit.

Your Rights:

You may terminate the Direct Debit arrangement at any time by giving written notice to us. Such notice should be received at least (5) business days prior to the due date of the next drawing date and should be addressed to the Business Office at the above address.

You may request change to your Direct Debit arrangement at any time by giving written notice to us. Such notice should be received at least (5) business days prior to the due date of the next drawing date and should be addressed to the Business Office at the above address.

Where you consider that a drawing has been initiated incorrectly (outside your DDR arrangement), you should take the matter up directly with us.

Your commitment to Us

Your Responsibility:

It is your responsibility to ensure that sufficient cleared funds are available in the nominated debiting account when the payments are to be drawn.

It is your responsibility to ensure that the authorisation given to draw on the nominated account is identical to the account signing instruction held by the Financial Institution where the account is based.

It is your responsibility to advise us if the account nominated by you to receive the Catholic Ladies' College Direct Debit drawings is transferred or closed.

It is your responsibility to arrange with us a suitable alternative payment method if your Direct Debit drawing arrangements are cancelled either by yourselves or the nominated Financial Institution, or where any drawing is returned unpaid by your nominated Financial Institution.

The Customer should be aware that:

- a. Direct debiting through BECS is not available on all accounts; and,
- b. Account details should be checked against a recent statement from your Financial Institution.

If you are in any doubt, you should check with your Financial Institution before completing the drawing authority.