



ST BEDE'S COLLEGE

2 MENTONE PARADE, MENTONE, VICTORIA 3194

Phone: 9582 5999 Fax: 9582 5757

www.stbedes.catholic.edu.au

ABN: 59 127 195 135

Direct Debit Payment SERVICE AGREEMENT

1. The Payer may vary the payment amount by contacting the College Finance Department and requesting the same in writing.
2. The Direct Debit arrangement may be terminated by the Payer by contacting the College Finance Department and requesting the same in writing. The Payer does not need to contact the Bank to terminate this agreement.
3. The College will not vary the amount to be debited without the prior consent of the Payer.
4. The College agrees to not withdraw from the Payer's account any more money than has been invoiced by the College, except when expressly authorised by the Payer.
5. If the College does draw more than has been invoiced and is authorised, it agrees to refund the excess immediately to the Payer.
6. Any queries about transactions under this agreement must first be addressed to the College. Disputes may be referred to the College Business Manager.
7. It is the Payer's responsibility to have sufficient clear funds available on the due dates.
8. The College will endeavour to draw from the Payer's account on the agreed day, but reserves the right to vary this time by up to 2 days.
9. If there are insufficient clear funds in the Payer's account on the due date, the College will charge the Payer the Bank's return fee.
10. The College will hold the Payer's bank account details in strict confidence, disclosing them to no-one other than the Payer's bank.