

**Request and Authority to debit the account named below to pay John XXIII College.**

Please return the completed form to [accounts.receivable@johnxxiii.edu.au](mailto:accounts.receivable@johnxxiii.edu.au) by 9 February.

**Family Details**

Parent Name \_\_\_\_\_

Address \_\_\_\_\_

Parent Name \_\_\_\_\_

Address \_\_\_\_\_

Student Name/s \_\_\_\_\_

**Select your payment schedule**

All fees and charges for the year must be settled by 21 October each year.

- 1. Annual** – 21 February
- 2. Triannual** – 21 February; 21 May; 21 August (3 instalments)
- 3. Monthly** – 21st of each month, February to October (9 instalments)
- 4. Fortnightly** – Commencing 21 February and ending 17 October (18 instalments)

Options 2, 3 and 4 must be paid via Direct Debit or Credit Card Authority only.

**Select your payment method** **Direct Debit from Bank Account**

Bank \_\_\_\_\_

Branch location/address \_\_\_\_\_

Name/s on account \_\_\_\_\_

BSB Number (6 digits) \_\_\_\_\_

Account Number (9 digits) \_\_\_\_\_

 **Automatic Credit Card Payment**

Type of card:    Visa        Master Card

Name on Card \_\_\_\_\_

Card Number \_\_\_\_\_

Expiry Date MM

YYYY \_\_\_\_\_

**Acknowledgement**

I/we request and authorise John XXIII College (User ID 375129), through its own financial institution, to debit my nominated account as detailed above to pay school fees and charges. This Authority remains in force for the duration of my/our child(ren)'s enrolment at John XXIII College or until such time that I provide written instructions to amend or cancel this Authority. The payment plan runs from February to October each year, and the payments will vary each year based on the fee schedule set by the College.

By signing and/or providing the College with a valid instruction in respect to my/our Direct Debit /Automatic Credit Card request, I/we have understood and agreed to the terms and conditions contained overleaf.

Name \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**Terms and Conditions**

Acknowledgement of undersigned person(s) under this Authority.

1. I/we acknowledge and agree in signing this Direct Debit /Automatic Credit Card Payment Authority that I/we have provided a valid instruction to John XXIII in respect of this Authority to arrange for funds to be debited from my/our nominated account or credit card.
2. I/we acknowledge and agree that I am/we are duly authorised to give direct debit/automatic payment instructions on the nominated account or credit card.
3. I/we have read, understood, acknowledge and agree to the terms and conditions contained in this Authority.
4. I/we acknowledge and agree to the terms contained in John XXIII College's annual Fees and Charges and Fees policies which are available on the College's website.
5. I/we acknowledge and agree that John XXIII College has provided sufficient notice of the payments to be made under this Authority, being those contained in the annual Fees and Charges policy and in the Annual Tax Invoice/Statement. Additional charges during the year will be notified 7 days in advance of the next direct debit payment.
6. I/we acknowledge and agree that if any payment under this Authority is declined then I/we agree to John XXIII College reprocessing that payment until such time as payment is made. If the date for payment falls on a public holiday, the direct debit /automatic payment will be processed on the next business day.
7. I/we acknowledge and understand our financial institution's automatic payment conditions.
8. I/we acknowledge and agree that in signing this authority that it will in no way affect, waive or limit the liability for the payment of all fees, charges and other amounts incurred by and of the person(s) noted on the Application for Enrolment Form to which this Authority relates.
9. I/we acknowledge and agree that this Authority can be cancelled, suspended, deferred or varied at any time by me/us, the undersigned person(s) under this Authority, providing 14 days written notice of the cancellation, suspension or variation to John XXIII College or by request to my/our financial institution. The written notice must be emailed to [accounts.receivable@johnxxiii.edu.au](mailto:accounts.receivable@johnxxiii.edu.au).
10. I/we agree to provide John XXIII College notice of any matters that may affect this Authority as soon as practicable upon being made aware of those matters, which include but are not limited to: the expiration of a credit card, the closing of a bank account, the cancellation of any direct debit/automatic payments under this Authority with the relevant financial institution and/or the freezing of any funds in any bank account noted in this Authority.
11. I/we acknowledge and agree that the information provided by me/us herein is true and correct to the best of my/our knowledge and belief.
12. In nominating this Authority to endure until further notice, I/we acknowledge and agree that:
  - a. the payments authorised under this authority will continue for the duration of my/our child(ren)'s education at John XXIII College or until such time as I/we direct John XXIII College in writing pursuant to the terms contained herein to cancel or vary this Authority or by request to my/our financial institution; and
  - b. the payments authorised under this authority may vary year-to-year and the quantum of those payments for any given school tuition year is contained in John XXIII College's Fees and Charges policy and the Annual Tax Invoice/Statement for that school tuition year.