



TARA
Anglican School for Girls

Masons Drive
North Parramatta NSW 2151
Telephone 02 9630 6655
Facsimile 02 9683 6297
CRICOS 02320A • ABN 88512104678

Direct Debit Standing Authority

Terms & Conditions

I/We hereby authorise Tara Anglican School for Girls (User ID 0229436) to make periodic deductions from my/our nominated account listed below.

PART A - SCHOOL FEES

Tuition Fees/Boarding Fees/Voluntary Building Fund Donation.

Ten payments per year (February to November) on the 15th of each month. Building Fund donations are tax deductible.

Please indicate if you would **not** like to participate in the tax deductible donation to the Building Fund. (\$60 per month)

PART B - INCIDENTAL CHARGES

All Incidental Charges (Sundries)

One payment per term (Feb, May, Aug & Nov) and a final payment in December

This authority is granted in accordance with the terms and conditions of enrolment of a student at Tara Anglican School For Girls in relation to the payment of school fees and all incidental charges associated with the student's tuition.

PLEASE NOTE THAT YOU ARE AGREEING TO PAY BOTH PART A (SCHOOL FEES) AND PART B (INCIDENTAL CHARGES) ON THIS FORM. You must agree to both Part A & Part B to use this Direct Debit Authority form. (Refer over for additional information)

(*Note: A surcharge of 1.30% will be charged for Credit Card Payments)

Father's/Guardian's signature

.....

Mother's/Guardian's signature

.....

Date/...../.....

Parent Details

Name:

Family Number:

Address:

Suburb: State: Postcode:

Student Name:

Credit Card

Please charge my periodic payments to: (Please tick) Visa Mastercard

Name on Card:

Credit Card No:

Expiry/.....*

**When your credit card expires please ensure you contact the school on (02) 9630 6655 to advise the new expiry date*

Signature of card holder Date/...../.....

OR

Direct Debit Request

Financial institution name:

Branch:

Name of account holders:

BSB Number: Account Number:

Direct Debit Request Authorisation

I/We have read the Service Agreement overleaf and acknowledge and agree to the same I/We understand that this arrangement shall remain in force for the duration of my/our daughter's enrolment.

I/We authorise the Financial Institution listed above to release information allowing the Debit User to verify my/our account details.

Account holders signature/s

Date:/...../.....

Direct Debit Request Service Agreement

(COMPULSORY FOR NEW ENROLMENTS)

TERMS OF THE ARRANGEMENT

In terms of the Direct Debit Request arrangements made between the signatories on this agreement and the School, the School undertakes to periodically debit your nominated bank account/credit card for the applicable amount for School tuition fees, boarding fees and other incidental charges (sundries). Unless otherwise arranged with the School, there will be 10 deductions (February – November) for tuition/boarding fees and voluntary donations to the Building Fund. Incidental charges will be billed each term and added to the monthly direct debit following the month they are charged. A direct debit will be processed in December for payment of final incidental charges for the year. *(Donations to the Building fund will continue to be tax deductible and receipts for donations will be mailed as they have been in the past).*

DRAWING ARRANGEMENTS

- Drawings under this Direct Debit arrangement (Part A) will occur on the 15th of each month from February to November for Tuition/Boarding fees and Building Fund Donations. Drawings under this Direct Debit arrangement (Part B) will occur on 15 February, 15 May, 15 August, 15 November and 15 December for all other Incidental Charges.
- If any drawings fall due on a non-business day, it will be debited to your account on the next business day following the scheduled draw date.
- Credit Card Payments: A surcharge of 1.30% applies to credit card payments.
- All fees applicable for dishonoured drawings will be the account holder's responsibility. **A \$45 administration fee will also be charged by the school for each dishonoured drawing.** *(Please note that this administration charge for dishonoured payments/insufficient funds is subject to change without notice)*
- If you wish to discuss any charges or have any enquires, please direct them to the Business Manager's office. (A minimum 14 days notice is required to effect any changes to bank account details).

- This service agreement is made in good faith and the School reserves the right to recover any unpaid fees (in accordance with the terms and conditions of enrolment) should there be any omission of fact in this agreement. The payment of fees remains the responsibility of the signatories of the "Acceptance of Offer"; usually the parents of the student.
- You must check your account statement to verify the amounts debited from your account.
- This agreement cannot be cancelled whilst the student is enrolled at the school unless prior arrangements have been made with the Business Manager and confirmation has been issued in writing by the same.
- All disputes should be referred to the Business Manager's staff immediately so they can be settled and adjusted if necessary.
- It is your responsibility to have sufficient cleared funds in your nominated account to permit a successful debit to be made.
- IMPORTANT: If you are starting school part way through the year, the monthly instalments as per the School's 10 deductions payment plan DO NOT apply. Under these circumstances, the Business Manager's office will calculate a pro-rata monthly deduction on your behalf.

*Thank you
for completing
this form.*

**This form can be returned to Tara Anglican School for Girls via email
schoolfees@tara.nsw.edu.au**