

## Payment Agreement Form 2025

Tenison Woods College offers a variety of payment options for families. We ask that you please complete this form to advise us of your preferred payment method to allow us to set up your personalised payment plan. Please feel free to contact us if you require assistance with this process. Please return this form to the Front Office or via email to: [accounts@tenison.catholic.edu.au](mailto:accounts@tenison.catholic.edu.au)

2025 College Fees will be invoiced in full at the commencement of the school year. Payment options below are indicative of a plan commencing on January 27, 2025 and finishing on November 30, 2025.

**Family Name:**

**Student(s) Names:**

### Payment Options - *Please note that total fees are to be paid by 30 November 2025*

Weekly (44 payments)	Monthly (10 payments)
Fortnightly (22 payments)	Half Yearly (2 payments) Paid on or before 28/02/2025 & 31/07/2025
Per Term (4 payments) Paid on or before 28/02/2025, 31/05/2025, 31/08/2025, 30/11/2025.	Upfront (1 payment)

### Intended Payment Method - *please tick one option*

Direct Debit (please complete the attached form) <i>Preferred Method</i>	Visa/Mastercard (please complete the attached form)
BPAY	EFT

### School Card

<input checked="" type="checkbox"/>	Do you require School Card information? Application forms are available from the Front Office, from mid-January 2025. Alternatively, the application form can be completed online. Visit <a href="http://www.sa.gov.au">www.sa.gov.au</a> for further information or contact our Finance Team.
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### Personal Account Information

<input checked="" type="checkbox"/>	The name(s) and signatory(ies) on the Enrolment Contract are jointly and severally liable for College Fees and charges. It is the College's preference that families make their own personal arrangements to ensure payment of College fees. Should a Court Order be in place in relation to payment of fees, please provide a copy of the order and a member of our Finance Team will be in contact with you.
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### Affordability

<input checked="" type="checkbox"/>	Do you require assistance with affordability or will you be unable to meet the payment terms of the College for 2025? (Total fees paid by 30 November 2025) Our Finance Team will contact you to arrange an appointment to discuss your personal situation and options available to you.
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### Signature Authority

Signature		
	Date:	/ /

**Print Name:**

Signature		
	Date:	/ /

**Print Name:**

# Direct Debit Request (DDR) and Credit Card Request (CCR)

Request and authority to debit the account or debit the credit card named below to pay Tenison Woods College.

**Please complete either section A or B below**

Debit - Cheque or Savings Account - DDR (Section A)	
<b>Request and Authority to debit</b>	We/I request and authorise Catholic Endowment Society Inc Debit User ID 113325 to arrange for any amount Catholic Church Endowment Society Inc may debit or charge you to be debited through the Bulk Electronic Clearing System from an account held at the financial institution identified below subject to the term and conditions of the Direct Debit Request Service Agreement (and any further instructions provided below).
<b>Insert details of cheque or savings account to be debited</b>	<b>Name on Account:</b>
	<b>Financial Institution:</b>
	<b>BSB Number:</b>
	<b>Account Number:</b>
<b>Acknowledgement</b>	By signing this Direct Debit Request, you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and Catholic Church Endowment Society Inc as set out in this Request and in your Direct Debit Request Service Agreement.

Debit - Credit Card Account - CCR (Section B)	
<b>Insert details of credit card account to be debited</b>	<b>Type of Card:</b>
	<b>Card Number:</b>
	<b>Expiry Date:</b>
	<b>Name on Card:</b>

## Payment Details:

<ul style="list-style-type: none"> <li>The First debit will be made on     /     /     and at     Weekly     Fortnightly     Monthly     Quarterly intervals after initial date</li> <li>If no date is selected a default date will be selected at the discretion of the College.</li> <li>Payment amount will be \$ _____ or as amended in accordance with written instructions provided by you.</li> <li>This authority will remain in place until     /     /     Or until further notice by written request to cancel / suspend payments is provided by you.</li> </ul>
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## Signature Authority

Signature	
	Date:     /     /

**Print Name:**

Signature	
	Date:     /     /

**Print Name:**

**OFFICE USE ONLY**

Billing ID: \_\_\_\_\_

Date: \_\_\_\_\_

Ref No: 8260 \_\_\_\_\_

Authority: \_\_\_\_\_



## Direct Debit Request Service Agreement

### 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*.

*business day* means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.

*debit day* means the day that payment by *you* to *us* is due.

*debit payment* means a particular transaction where a debit is made.

*direct debit request* means the Direct Debit Request between *us* and *you* (and includes any Form PD-C approved for use in the *transitional period*).

*transitional period* means the period commencing on the industry implementation date for Direct Debit Requests (currently 31 March 2000) and concluding 12 calendar months from that date.

*us* or *we* means Tenison Woods College *you* have authorised by signing a *direct debit request*.

*you* means the customer who signed the *direct debit request*.

*your financial institution* is the financial institution where *you* hold the *account* that *you* have authorised *us* to arrange to debit.

### 1. Debiting your account

- 1.1 By signing a *direct debit request*, *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 *us* and *you*.
- 1.2 We will only arrange for funds to be debited from *your account* as authorised in the *direct debit request*.
- 1.3 If the *debit day* falls on a day that is not a *business day*, we may direct *your financial institution* to debit *your account* on the previous *business day*.  
If *you* are unsure about which day *your account* has or will be debited *you* should ask *your financial institution*.

### 2. Changes by us

- 2.1 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.

### 3. Changes by you

- 3.1 Subject to 3.2 and 3.3, *you* may change the arrangements under a *direct debit request* by contacting *us* on (08) 8725 5455
- 3.2 If *you* wish to stop or defer a *debit payment* *you* must notify *us* in writing at least 28 days before the next *debit day*. This notice should be given to *us* in the first instance.
- 3.3 *You* may also cancel *your authority* for *us* to debit *your account* at any time by giving *us* 7 days notice in writing before the next *debit day*. This notice should be given to *us* in the first instance.

### 4. Your obligations

- 4.1 It is *your* responsibility to ensure that there are sufficient clear funds available in *your account* to allow a *debit payment* to be made in accordance with the *direct debit request*.
- 4.2 If there are insufficient clear funds in *your account* to meet a *debit payment*:
  - (a) *you* may be charged a fee and/or interest by *your financial institution*;
  - (b) *you* may also incur fees or charges imposed or incurred by *us*; and
  - (c) *you* must arrange for the *debit payment* to be made by another method or arrange for sufficient clear funds to be in *your account* by an agreed time so that we can process the *debit payment*.
- 4.3 *You* should check *your account* statement to verify that the amounts debited from *your account* are correct
- 4.4 If National Australia Bank Limited A.C.N. 004 044 937 ("National") is liable to pay goods and services tax ("GST") on a supply made by the National in connection with this *agreement*, then *you* agree to pay the National on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.

**5 Dispute**

- 5.1 If you believe that there has been an error in debiting *your account*, you should notify *us* directly on (08) 8725 5455 and confirm that notice in writing with *us* as soon as possible so that we can resolve *your* query more quickly.
- 5.2 If we conclude as a result of our investigations that *your account* has been incorrectly debited we will respond to *your* query by arranging for *your financial institution* to adjust *your* account (including interest and charges) accordingly. We will also notify you in writing of the amount by which *your account* has been adjusted.
- 5.3 If we conclude as a result of our investigations that *your account* has not been incorrectly debited we will respond to *your* query by providing you with reasons and any evidence for this finding.
- 5.4 Any queries *you* may have about an error made in debiting *your account* should be directed to us in the first instance so that we can attempt to resolve the matter between *us* and *you*. If we cannot resolve the matter *you* can still refer it to *your financial institution* which will obtain details from *you* of the disputed transaction and may lodge a claim on *your* behalf.

**6. Accounts**

You should check:

- (a) with *your financial institution* whether direct debiting is available from *your account* as direct debiting is not available on all accounts offered by financial institutions.
- (b) *your* account details which *you* have provided to *us* are correct by checking them against a recent *account* statement; and
- (c) with *your financial institution* before completing the *direct debit request* if *you* have any queries about how to complete the *direct debit request*.

**7. Confidentiality**

- 7.1 We will keep any information (including *your account* details) in *your direct debit request* confidential. We will make reasonable efforts to keep any such information that we have about *you* secure and to ensure that any of *our* employees or agents who have access to information about *you* do not make any unauthorised use, modification, reproduction or disclosure of that information.
- 7.2 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).

**8. Notice**

- 8.1 If *you* wish to notify *us* in writing about anything relating to this *agreement*, *you* should write to :

Tenison Woods College, PO Box 965, MOUNT GAMBIER SA 5290
- 8.2 We will notify *you* by sending a notice in the ordinary post to the address *you* have given *us* in the *direct debit request*.
- 8.3 Any notice will be deemed to have been received two *business days* after it is posted.