



DIRECT DEBIT REQUEST SERVICE AGREEMENT

- The Archdiocesan Development Fund (ADF), on behalf of your school, undertakes to debit your account on the nominated day each period as per the information you provide. Please note the ADF will not issue billing advices to you. Confirmation that the debit has occurred will be evidenced by the debit entry to your nominated bank or financial institution account.
- The ADF will provide you 14 days notice, through the school if we change any of the terms of the Service Agreement.
- You should contact School Administration should you wish to;
 1. Alter the amount or defer any arrangements
 2. Stop any debit item or cancel this Direct Debit Request, or
 3. Query or dispute any debit item
- The School will in turn contact the ADF and provide your *written instructions* in relation to "1" and "2" above. In respect of "3", the School will provide details to the ADF who will investigate your claim and then liaise directly with you to achieve a resolution satisfactory to both the ADF and you.
- Direct Debiting is *not available* on all bank accounts. You will need to check with your Bank or Financial Institution if you are uncertain whether your account is suitable for direct debiting.
- You should check your account details against a recent statement from your Bank or Financial Institution to ensure their correctness. If uncertain, check with your Bank or Financial Institution before completing the Direct Debit Request.
- It is your responsibility to have sufficient cleared funds available in the relevant account by the due date to permit the payment of Debit items in accordance with the Direct Debit Request.

John Elliott Ross Bursary Fund