



# TAFE Queensland Direct Debit Request Form

# TAFE Queensland

Please use **BLOCK** letters

	<b>Name of Account Holder/s giving the Direct Debit Authorisation Request</b>				
<b>Account Holder/s Authority</b>	I/We .....				
	<b>Authorise and request you</b>	<b>TAFE Queensland Gold Coast</b>	<b>APCA Number:-</b>	<b>402897</b>	
	to arrange for funds to be debited from my/our account at the financial institution identified below and as prescribed below through the Bulk Electronic Clearing System or to debit my/our account by any other means in accordance with the terms of the <b>attached Direct Debit Request Service Agreement</b> .				
	This Direct Debit Request will remain in force in accordance with the terms of the <b>Direct Debit Request Service Agreement</b> .				
<b>Account Holder/s Address and Bank Details</b>	<b>Student Number (If applicable)</b>			<b>Date of Birth</b>	/ /
	<b>Account Holder/s full name</b>				
	<b>Street No / Name</b>				
	<b>City</b>		<b>State</b>		<b>Postcode</b>
	<b>Name of Account</b>				
	<b>BSB Number</b>	_ _ _ / _ _ _	<b>Financial Institution</b>		
	<b>Account Number</b>				

<b>Direct Debit Details (Office Use Only)</b>			
What is the amount that is to be direct debited per transaction		\$	
What date are the deductions to commence?		/ /	
What date are the deductions to cease?		/ /	
How often are the deductions to occur (please tick the nominated option)	<input type="checkbox"/> Weekly	<input type="checkbox"/> Fortnightly	<input type="checkbox"/> Monthly

- **Please ensure** that you have read and understood the Direct Debit Request Service Agreement and checked the details on this form to ensure they are correct before providing these documents to the TAFE Queensland Institute.
- **Please note** Direct Debiting is not available on the full range of accounts. If in doubt, please contact your financial institution.

<b>Declaration (If in joint names both signatures are required)</b>			
<b>Account Holder/s Authority</b>	By signing this document I acknowledge that <ul style="list-style-type: none"> <li>• I have read and understood the requirements of this agreement</li> <li>• I agree to the terms and conditions as recorded in this document</li> </ul>		
	<b>Signature</b>	.....	<b>Date</b>
	<b>Signature</b>	.....	<b>Date</b>

**Please ensure that you have read the following before providing the TAFE Queensland Institute the Direct Debit Request**

- You are responsible for obtaining independent advice in relation to the Direct Debiting arrangements and how they will affect your personal or business affairs. To avoid unnecessary rejections of a Direct Debit and processing of your disbursements, you are advised to check the completed Direct Debit Request form against a recent statement issued by your financial institution.
- We may vary this agreement at any time by giving you at least 14 days' notice.
- By signing a Direct Debit Request, you request and authorise us to arrange for funds to be debited from your account either according to the loan agreement we have with you (or either of you or a third party) or as provided in this Service Agreement. The amounts drawn will be as due under that loan agreement or any agreed variations to it thereafter or any greater amount which you, either of you, or a third party instruct us to draw, provided such instruction is given in the manner specified in the operating authority held by us in connection with your account. Where the amount due under the loan agreement decreases, TAFE Queensland Gold Coast at its discretion may decrease the amount drawn from your account or, unless you instruct us to decrease it, continue to draw the higher amount.
- TAFE Queensland will arrange for funds to be debited from your account:
  - As requested and authorised in the Direct Debit Request; or
  - According to any notice sent to you specifying the amount payable and the date payment is due; or
  - In accordance with this Service Agreement
- The payment will be deducted from your nominated account on the payment due date. If the due date for payment falls on a non-working day or a national public holiday, the payment will be processed on the next working day.
- It is your responsibility to ensure that you have sufficient clear funds in the nominated account, by the due date, to allow for the payment of Debit Items according to this request. If you do not have sufficient funds:
  - The payment will be regarded as not having been made
  - An administration fee may be charged to your account by your financial institution
- You should be aware that:
  - Direct Debiting through Bulk Electronic Clearing System (BECS) is not available on all accounts;
  - Account details should be checked against a recent statement from your financial institution. If you are in any doubt of your account details, you should confirm these with your ledger financial institution before completing the Direct Debit Authorisation Request; and
  - It is your responsibility to advise us if your nominated account is altered, transferred or closed.
- In the event where there are two (2) unsuccessful returned unpaid transactions in succession this payment plan will be cancelled and the full amount of the outstanding debt will be required to be paid immediately.
- Your records and account details will be kept private and confidential and will only be disclosed at your request or the request of the financial institution in connection with a claim made to an alleged incorrect or wrongful debt, or otherwise as required by law.
- If you believe there has been an error in debiting your account you should contact us on 07 5581 8300 during business hours as soon as possible so that we can resolve your query quickly. If our investigations show that your account has been incorrectly debited, we will arrange for the financial institution to adjust your account accordingly. We will also notify you of the amount by which your account has been adjusted. If following our investigations we believe on reasonable grounds that your account has been correctly debited, we will respond to your query by providing you with reasons and copies of any evidence for this finding. If we cannot resolve the matter, you can still refer it to your financial institution, which will obtain details from you of the disputed payment and may lodge a claim on your behalf.
- For all matters relating to the Direct Debit arrangement on your account, including requests for deferment of debits, alteration of debit arrangements or stopping or cancelling your Direct Debit Request, please call us on 07 5581 8300 during business hours as soon as possible so that we can resolve your query quickly.