



DIRECT DEBIT REQUEST FORM

Request and Authority to debit the account named below to pay

Kids on Key

Request and Authority to debit

Your Surname: _____

Your Given names: _____ "you"

Your child's name/s: _____

School your child attends: _____

Request and authorise **Kids on Key User ID number 503762** to arrange, through its own financial institution, a debit to your nominated account any amount **Kids on Key**, has deemed payable by *you*.

This debit or charge will be made through the **Bulk Electronic Clearing System (BECS)** from *your* account held at the financial institution you have nominated below and will be subject to the terms and conditions of the **Direct Debit Request Service Agreement**.

Insert the name and address of financial institution at which account is held

Financial Institution Name: _____

Address: _____

Insert details of account to be debited

Name/s on account: _____

BSB Number (Must be 6 Digits) |_|_|_|_|-|_|_|_|_|

Account Number |_|_|_|_|_|_|_|_|_|_|

Acknowledgement

By signing and/or providing us with a valid instruction in respect to your Direct Debit Request you have understood and agreed to the terms and conditions governing the debit arrangements between you and **Kids on Key** as set out in this Request and in your Direct Debit Request Service Agreement.

Insert your Signature and address

Signature: _____

Email address: _____

Address: _____

Date: ___ / ___ / ___



DIRECT DEBIT REQUEST FORM

This is your Direct Debit Service Agreement with **Kids on Key ABN 76 285 248 260** It explains what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit provider.

Please keep this agreement for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR authorisation.

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*.

banking 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*.

us or **we** means **Kids on Key** (the Debit User) *you* have authorised by requesting a *Direct Debit Request*.

you means the customer who has signed or authorised by other means the *Direct Debit Request*.

your financial institution means the financial institution nominated by *you* on the DDR at which the *account* is maintained.

1. Debiting your account

1.1 By signing a *Direct Debit Request* or by providing *us* with a valid instruction, *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* if *we* have sent to the email address nominated by *you* in the *Direct Debit Request*, a billing advice which specifies the amount payable by *you* to *us* and when it is due.

1.3 If the *debit day* falls on a day that is not a *banking day*, *we* may direct *your financial institution* to debit *your account* on the following *banking day*. If *you* are unsure about which day *your account* has or will be debited *you* should ask *your financial institution*.

2. Amendments 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. Amendments by you

You may terminate this agreement by providing *us* with at least **14 days** notification by sending an email to: admin@kidsonkey.com.au Or arranging it through your own financial institution, which is required to act promptly on your instructions.

If notification is not received by this time your account will be debited the amount indicated on your invoice and your child will be considered enrolled for the following term's tuition. No refunds will be given under these circumstances.

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*.



DIRECT DEBIT REQUEST FORM

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* will also incur a \$15 fee imposed 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

5. Dispute

5.1 If *you* believe that there has been an error in debiting *your account*, *you* should notify us directly on by sending an email to: admin@kidsonkey.com.au or by telephoning us on **0402 466 870** during business hours; and confirm that notice in writing with us as soon as possible so that *we* can resolve your query more quickly. Alternatively *you* can take it up directly with your financial institution.

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 in writing.

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 send an email to: admin@kidsonkey.com.au or by telephoning us on **0402 466 870** during business hours.