



2019 DIRECT DEBIT PAYMENT PLANS

The Easiest way to pay your account.

With Direct Debit, you don't have to worry – it's all taken care of automatically. Simply complete the application form and send it to us or hand it in to our reception staff.

Email - accounts@cirkidz.org.au

Post - Cirkidz Inc. 27 Fifth Street, Bowden SA 5007

How does it work?

Once set up, our bank will simply electronically transfer the amount owing from your nominated bank or financial institution on a regular basis.

Direct Debit Plan Conditions

Direct Debit Payment Plan Forms must be completed and returned to Cirkidz before you commence classes. Cirkidz requires class fees are paid one month in advance therefore the first debit will occur approximately 48 hours after returning the signed authority form.

One month notice in writing is required to cancel your payment plan. One month notice in writing is required to cancel your enrollment.

All payments must be finalised before the end of the current Semester. Please allow 24-48 hours for bank processing.

Students enrolling after the Semester commences. We will adjust fees and the number of payments, as discussed with you and with your signed authorised agreement, so that fees are paid in full before the end of the Semester.

Bank Account or Credit Card. You may nominate a bank account or credit card for Direct Debit payments (**excluding American Express and Diners card**). Dishonour fees may be charged by your Financial Institution if there are insufficient funds in your account. Dishonour Fees incurred by Cirkidz will be on-charged to you plus GST.

Concession and Discount. Enrolled students with a Concession Card may apply for a 10% discount. Cirkidz staff must sight the valid concession card and the student must be named on the card to receive discount. Enrollment in multiple classes or

family members enrolling in the school may apply for a 10 % discount for second and subsequent enrollments.

Westpac Payway Direct Debit Plans

Payment Dates. First payment will be processed approx. **24 - 48hrs after receiving the completed payment form.**

We will endeavour to process your payment on your preferred payment day of the week/month. Please let us know of a day of the week/month suitable for you. If the scheduled payment date is not a banking day, the debit will take place on the next banking day.

Direct Debit Request (DDR)

Contact us - Phone: (08) 8346 5735

Completed Applications returned to -

Email: accounts@cirkidz.org.au

Mail: Cirkidz Accounts Dept,
27 Fifth Street, Bowden, South Australia 5007



CIRKIDZ INC (314011)

2019 Direct Debit Request (DDR)

PART A - Your Details

Parent or Carer :

Enrolled Students :

Phone Number :

Email :

Address :

PART B Payment Schedule

To be finalised by –

Semester 1 18th JUNE

Semester 2 16th NOVEMBER

TOTAL OF ACCOUNT \$ _____

PER MONTH \$ _____

PER FORTNIGHT \$ _____

No. Agreed Payments:

Payments Commence:/...../.....

1 SEMESTER ENROLMENT only

FULL YEAR ENROLMENT

NOTE – For **FULL YEAR** enrolment and payment plans, we will enrol you in Semester 2 classes. We will send you a reminder in May/June that you are enrolled.

PART C - Cheque/Savings Account or Credit Card Authorisation

I/We request and authorise CIRKIDZ INC (314011) to arrange, through its own financial institution, a debit to your nominated account any amount CIRKIDZ INC (314011), 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. **Both signatures required if debiting from a joint bank account.**

Your Financial Institution (Your Bank):

Account Name (You, eg John Smith):

Your BSB No.

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Account Number:

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OR

Credit Card Number :

Expiry Date :

M	M	/	Y	Y
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I/We request and authorise 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 CIRKIDZ INC as set out in this Request and in your Direct Debit Request Service Agreement.

Signatures:

Date: ____/____/____

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 CIRKIDZ INC, (314011) 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.

Debiting Your Account

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. We will only arrange for funds to be debited from your account as authorised in the *Direct Debit Request*.

or

We will only arrange for funds to be debited from your account if we have sent to the 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. 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*.

Amendments by Us

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.

Amendments by You

You may change, stop or defer a *debit payment*, or terminate this agreement by providing us with at least 7 days notification by writing to:

27 Fifth Street
Bowden, SA, Australia 5007

or
by telephoning us on (08)8346 5735 during business hours;

or
arranging it through *your financial institution*, which is required to act promptly on your instructions.

Westpac



Customer Direct Debit Request (DDR) Service Agreement

This is your Direct Debit Service Agreement with CIRKIDZ INC (314011) 59 849 043 548. 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.

How To Contact Us

Enquiries

You can contact us directly or alternatively contact your financial institution. These should be made at least 7 working days prior to the next scheduled drawing date. You may contact us as follows:-

Phone: (08)8346 5735

Email: accounts@cirkidz.org.au

Mail: 27 Fifth Street
Bowden, SA, Australia 5007

Your Obligations

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*. If there are insufficient clear funds in your account to meet a *debit payment*: *you* may be charged a fee and/or interest by *your financial institution*; *you* may also incur fees or charges imposed or incurred by *us*; and *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*. *You* should check *your account* statement to verify that the amounts debited from *your account* are correct.

Dispute

If *you* believe that there has been an error in debiting *your account*, *you* should notify *us* directly on (08)8346 5735 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*. 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. 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.

Accounts

You should check: 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. *your account* details which *you* have provided to *us* are correct by checking them against a recent account statement; and with *your financial institution* before completing the *Direct Debit Request* if *you* have any queries about how to complete the *Direct Debit Request*.

Confidentiality

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. *We* will only disclose information that *we* have about *you*:

to the extent specifically required by law; or for the purposes of this *agreement* (including disclosing information in connection with any query or claim).

Notice

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

CIRKIDZ INC
Accounts Department
27 Fifth Street
Bowden, SA, Australia 5007

We will notify *you* by email or sending a notice in the ordinary post to the address *you* have given *us* in the *Direct Debit Request*.

Any notice will be deemed to have been received on the third *banking day* after posting.