DIRECT DEBIT REQUEST FORM - SCHOOL FEES PAYMENT

Darul Ulum College of Victoria
17 Baird Street (P.O.Box 130) Fawkner Victoria 3060 Australia
Email: info@dulum.vic.edu.au Website: www.dulum.vic.edu.au
Phone: 03 9355 6800 Fax: 03 9359 0692

PLEASE READ THE GUIDELINES BELOW BEFORE COMPLETING THIS FORM

- It is the parents'/guardians' responsibility to ensure that there are sufficient clear funds available in the account to allow a debit payment to be made in accordance with the direct debit request.
- Once a direct debit payment has been made a receipt will be sent by mail to the postal address given to the College.
- If the direct debit transaction is declined, the College will contact the parent/guardian.
- Parent/Guardian must provide written notice if they want to cancel, alter or defer the direct debit arrangement.
- This form may be lodged in person to the College's main reception or may be emailed to the Accounts Department at accounts@dulum.vic.edu.au.

GENERAL DETAILS

School fee **Account number** (this can be found on the top right hand side of the fee statement under the statement date)	

PARENT/GUARDIAN 1

Surname		Given name(s)				
Address						
	Suburb		State		Postcode	
Contact details	Home Phone number					
	Mobile number					
	Email address					

PARENT/GUARDIAN 2

Surname		Given name(s)				
Address						
	Suburb		State		Postcode	
Contact details	Home Phone number					
	Mobile number					
	Email address					

CREDIT CARD DETAILS

Credit Card type	☐ Visa	☐ MasterCard
Credit Card holder's name (as shown on the card)		
Credit Card Number	/ / /	
Expiry date	/	
CSV number (this can be found on the back of the card)		

DIRECT DEBIT PAYMENT DETAILS

Direct debit regularity	☐ Weekly			
	☐ Fortnightly.			
	☐ Monthly. Preferred week of the month:	☐ 1st	☐ 2nd	☐ 3rd	☐ 4th
Direct debit start date (please provide the date when funds are available in your account)	/ /			
Preferred direct debit day	☐ Monday	☐ Tuesday	☐ Wednesday	☐ Thursday	☐ Friday
Debit amount	The maximum amount to be debited at any one time is: $. ¢			
	The amount in words is:			

By signing this Direct Debit Request you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and Darul Ulum College of Victoria as set out in this Request. You also authorise Darul Ulum College of Victoria to debit the aforementioned amount from your credit card as per the details provided.

_____ Parent's/Guardian's Signature	_____ Date