



THE SCOTS SCHOOL ALBURY

DIRECT DEBIT REQUEST (DDR)

Request and Authority to debit the account named below to pay The Scots School Albury.

Request and Authority to debit	Surname or Company name _____ Given name or ABN _____ ("you") Parent Code _____ request and authorise The Scots School Albury to arrange for any amount The Scots School Albury may debit or charge you to be debited through the Bulk Electronic Clearing System from an account held at the financial institution identified below subject to the terms and conditions of the Direct Debit Request Service Agreement (and any further instructions provided below).
Name and address of Financial Institution of Bank Account	Financial institution name _____ Address _____ _____
Select Bank Account or Credit Card to be debited and provide details	<input type="checkbox"/> BANK ACCOUNT DIRECT DEBITS Name of Bank account/Cardholder _____ BSB number _____ Account Number _____ <input type="checkbox"/> CREDIT CARD DIRECT DEBITS Credit Card Number _____ / _____ / _____ / _____ Expiry date _____ / _____ Card Type: VISA, MasterCard, AMEX, Diners (please circle)
Acknowledgment	By signing this Direct Debit Request you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and The Scots School Albury as set out in this Request and in your Westpac Direct Debit Request (DDR) Service Agreement.
	I/We have read the enclosed information and wish to pay our fees and extras estimate account by Direct Debit. It is understood that the School undertakes to debit ONLY the amount that has been authorised by the family in accordance with the agreed Fee Payment Plan. Signature _____ Name (print) _____ (If signing for a company, sign and print full name and capacity for signing, eg, director.) Address _____ _____ Email _____ Date ____/____/____

Please return by mail, fax or email to the Business Office (contact details below).

A Fee Payment Plan will be posted to you together with the Westpac Direct Debit Request (DDR) form and the Westpac Customer Direct Debit Request (DDR) Service Agreement.