

Direct Debit Request

Request and Authority to debit the account named below to pay

The University of Western Australia, University Hall

University Hall Reference Number (if known) 56697

Resident Surname: Huang

Resident First Name: Rongjun

<p>Company name (if the bank account belongs to a business entity)</p>	<p>Company name _____</p> <p>Your Given names or ABN/ARBN _____ "you"</p> <p>Request and authorise The University of Western Australia to arrange, through its own financial institution, a debit to your nominated account any amount The University of Western Australia, has deemed payable by you.</p> <p>This debit or charge will be made through the Bulk Electronic Clearing System (BECS) from <i>your</i> 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.</p>
<p>Insert the name and address of bank at which account is held</p>	<p>Bank Name <u>Commonwealth Bank</u></p> <p>Address/Branch Name (if known) <u>Gungahlin branch</u></p>
<p>Insert details of account to be debited</p>	<p>Name/s on account <u>Rongjun Huang</u></p> <p>BSB number (Must be 6 Digits) <u> 0 6 2 - 9 1 5 </u></p> <p>Account number <u> 1 0 3 1 3 1 1 4 </u></p>
<p>Acknowledgment</p>	<p>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 The University of Western Australia as set out in this Request and in your Direct Debit Request Service Agreement.</p>
<p>Insert signature and address of authorised account holder</p>	<p>Signature <u>Rongjun Huang</u></p> <p>Email address <u>rongjunhuang.au@gmail.com</u></p> <p>Date <u>13 /03 / 2025</u></p>

Direct Debit Request Service Agreement

This is your Direct Debit Service Agreement with The University of Western Australia. 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 (DOR) and should be read in conjunction with your DOR 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 The University of Western Australia, 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 DOR at which the account is maintained.

1. Debiting your account

1.1 By signing a Direct Debit Request, 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 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.

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 days written notice.

3. Amendments by you

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

unihall@uwa.edu.au

or

By telephoning us on 9273 3336 or 9273 3333 during business hours;

or

Arranging it through your own financial institution, which is required to act promptly on your instructions.

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.
- 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* may also incur fees or charges imposed or incurred by *us*; and
 - (c) *you* must arrange for the debit payment to be made by another method.
- 4.3 You should check your account statement to verify that the amounts debited from your account are correct.
- 4.4 If The University of Western Australia is liable to pay goods and services tax ("GST") on a supply made in connection with this agreement, then you agree to pay The University of Western Australia on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.

5. Dispute

- 5.1 If you believe that there has been an error in debiting your account, you should notify us directly via email at unihall@uwa.edu.au. Alternatively you can take it up 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.
- 5.4 Any queries you may have about an error made in debiting your account should be directed to us in the first instance so that we can attempt to resolve the matter between us and you. If we cannot resolve the matter you can still refer it to your financial institution, which will obtain details from you of the disputed transaction and may lodge a claim on your behalf.

6. Accounts

6.1 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;
- (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 write to

unihall@uwa.edu.au

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

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