



DIRECT DEBIT REQUEST

DIRECT DEBIT REQUEST SERVICE AGREEMENT

I,
(Name)
of
(Address)

authorise Inspire Education with User ID APCA Number 410564 to arrange for funds to be debited from my/our account, and at the financial institution identified and described below.

Financial Institution:
Address:
City:

Details of account to be debited:

Account held in the name of:
BSB:
Account Number:

Payment is for Vocational Training Course Fees identified by reference "Inspire Education"

Direct Debit Request Authorisation

I/We have read your Service Agreement and acknowledge and agree to the terms and conditions in that Agreement.

I request that you debit my/our account in accordance with the Service Agreement, and subject to one or more of the Conditions below:

First Payment Amount: \$
(to be debited immediately)

Subsequent Payment/s Amount: \$

Frequency of Debit: (tick one) ☐ Monthly ☐ Fortnightly ☐ Weekly

First Payment Date: / / 2012

Final Payment Date: / / 2013

Account Holder's Signature: _____

Account Holder's Signature: _____

Date: / / 2012

All signatories may be required for joint accounts



By signing our Direct Debit Request you acknowledge and agree to the following terms and conditions:

1. You authorise Inspire Education to debit your nominated account in the name in the manner specified in the Direct Debit Request.
2. We will provide you with at least 14 days prior notice in writing if we propose to vary any of the terms of the debit arrangement in place between us.
3. You will need to give us at least 10 working days notice in writing if you wish to defer or alter any of the debit arrangements.
4. You will need to advise us in writing if you wish to stop a payment being processed (a Debit Item) or cancel a Direct Debit Request. Such notice should be delivered to us at least 10 working days before the due date for payment or as otherwise stipulated in our Terms and Conditions. All requests for stops or cancellations must be referred to us in the first instance.
5. If you wish to dispute any Debit Item, you should refer to us in the first instance and we will seek to resolve the matter with you. If we cannot resolve the dispute you can contact your financial institution at which your nominated account is held. Your financial Institution will then commence a formal claims procedure on your behalf.
6. Some financial institution accounts do not facilitate direct debits. If you are uncertain, you should check with your financial institution before signing a Direct Debit Request, to ensure that your nominated account is able to receive direct debits through the Bulk Electronic Clearing System.
7. Before completing the Direct Debit Request, you should check the details of your nominated account against a recent statement from your financial institution, to ensure that your account details are correct.
8. You agree that it is your responsibility to have sufficient cleared funds in your nominated account by the due date to enable payment of Debit Items in accordance with the Direct Debit Request.
9. We will initiate the Debit Items on the due date stated in the Direct Debit Request or as otherwise agreed between us in writing. If the due date for payment falls on a day which is not a business day in Queensland, then a Debit Item will be processed on the next business day. You should enquire directly with your financial institution if you are uncertain as to when the Debit Item will be processed to your account.
10. If a Debit Item is returned unpaid by your financial institution, you authorise us to present a further debit for payment, notwithstanding that this may exceed the maximum amount stated in the Direct Debit Request. We may ask you to reimburse us for any charges we incur as a result of your Debit Item being returned unpaid.
11. We will ensure the details of your personal records and account details held by us remain confidential. However, if you lodge a claim in relation to a alleged incorrect or wrongful debit, it may be necessary for us to release such information to your financial institution or its representative, or to our financial institution or its representative to enable your claim to be assessed.