

# Automated Payment Authority



Return form to: [feadministrator@stvincents.nsw.edu.au](mailto:feadministrator@stvincents.nsw.edu.au)

## PERSONAL INFORMATION

Family Account No.

Parent / carer name:

Student Name (s):

Telephone:

Email:

## FOUNDATION VOLUNTARY BUILDING FUND AND FEES DRAW

The St Vincent's College Foundation greatly appreciates donations to the Voluntary Building Fund. Many of the College's facility upgrades are made possible only through the generous support of the St Vincent's community. Donations to the Building Fund are tax-deductible.

☐ Four times a year (4 x \$300 for total of \$1,200) debited Term 1, Term 2, Term 3, Term 4

☐ Other amount – per term please specify amount

☐ Please charge my credit card \$20 per term to enter the School Fees draw.\*

Each term, St Vincent's College holds a Fees Draw, where the winning family receives a \$4,000 credit towards tuition fees. Entry to the draw costs just \$20 per term, and all funds raised are donated to the Foundation's Bursary Fund, helping provide bursaries to students who might not otherwise have the opportunity to attend the College.

Monthly/Fortnightly:

Amount:

Date of first debit:

Description:

Signature

Date

## EFT AUTHORITY

BSB:

Account No:

Account Name:

## CREDIT CARD AUTHORITY

Card type:

☐ MASTERCARD

☐ VISA

☐ AMEX

A 1% surcharge is applicable for credit card payments

Name on card:

Credit Card  
Expiry Date:

Card Number:

# Automated Payment Authority Service Agreement



## TERMS AND CONDITIONS

The information provided relating to your nominated financial institution will not be provided to any other person without your consent other than your consent other than your financial institution or unless required to do so by law.

The College will provide you with a detailed tuition fee invoice confirming the payment to be debited prior to any charges being made against your credit card / EFT account.

We will continue to use your Payment Card Authority until your daughter ceases at St Vincent's College and your account is paid in full, or until you cancel the Authority.

You may cancel your Automated Payment Authority at any time by writing to the College.

The College will require at least 7 working days notice to alter any details on the Automated Payment Authority or to cancel the payment arrangement completely.

If you believe an automated payment transaction has been initiated incorrectly, please contact the College as soon as possible.

In signing this agreement you agree to:

- To allow St Vincent's College to draw your payment as provided on the College's invoice from the account described in the Automated Payment Authority;
- To ensure the account you nominate will contain sufficient cleared funds to allow the automated card payment to proceed;
- To advise the College if the nominated account is closed or the account details (including expiry date) change;
- To check your tuition fee statement against items in your account statement;
- To charges applicable where direct debits are dishonoured by your financial institution.