Office Use Only

FAMILY CODE: _____ [ ] Start of Each Semester

St Columba's College Ltd
PO Box 89 ESSENDON VIC 3040
Tel: 03 9337 5311
Fax: 03 9337 5944
ABN: 42 058 164 882

LHD Dance

Direct Debit Authority

Request and Authority to debit the account named below to pay St Columba's College Ltd

Request and Authority to debit	**Surname** _____**Student/s Surname** _____ *(If different to Family Surname)* **Company name** _____ **Given names or ACN/ARBN** _____("you") Request and authorise St Columba's College Ltd, (Apca ID 303437) to arrange for any amount St Columba's College Ltd 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].
Insert the name and address of financial institution *(Bank, Credit Union or other)* **at which account is held**	**Financial institution name** _____ **Address** _____ _____ _____
Insert details of account to be debited	**Name of account** _____ **BSB number** |___|___|___| - |___|___|___| **Account number** |___|___|___|___|___|___|___|___|___|
Acknowledgment	By signing this Direct Debit Request, you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and St Columba's College Ltd as set out in this Request and in your Direct Debit Request Service Agreement. Existing Direct Debit arrangements will remain in place unless otherwise advised.
Payment Details	• **Debited for nominated dates *or until the fee debt has been paid.*** **1st Semester: 12 February 2nd Semester: 12 July**
Insert your signature and address	**Signature** _____ *(if signing for a company, sign and print full name and capacity for signing eg. Director)* **Address** _____ _____ PC:_____ **Phone Number** _____ Date ___ / ___ / ___

- Return this form together with the LHD Registration Form.
- Please contact the College if you have any queries on the operation of the **DIRECT DEBIT** process used by the College. ***Telephone No (03) 9337 5311***
- The College activates the debits at the nearest Bank trading day to Start of Each Semester