



Student name

First Name	Surname
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**Name of customer/s requesting the DDR**

Customer's Authority:

Authorise and request St Clare's College, (APCA User ID Number 401920), until further notice in writing, to arrange for funds to be debited through the Bulk Electronic Clearing System (BECS) from my/our account at the Financial Institution identified below as instructed by me/us or any other amounts as instructed or authorised to be debited in accordance with the terms and conditions of the Direct Debit Request Service Agreement (DDRSA) as amended from time to time.

**This authority allows the debiting of amounts payable by the customer under the Agreement between the Customer and St Clare's College, Canberra.**

**Payment Details**

Account Name:

Name of Financial Institution:  Branch:

BSB:  Account Number:

Amount:  Commencement Date:

Monthly  Fortnightly  Weekly

**Note: Direct debiting is not available on the full range of accounts. If in doubt, please refer to your bank/financial institution.**

**Customer Authorisation**

By signing below, I/we acknowledge that the Direct Debit arrangement is governed by the terms of Authorisation of the DDRSA attached to this request. I/we also authorise St Clare's College, Canberra to verify (if need be) the details of the account with my/our Financial Institution mentioned above and for that Financial Institution to release information to St Clare's College, Canberra in order to allow it to verify the above account details.

**Signatures**

*If in joint names both signatures may be required*

Signature:

Signature:

Date:

Date:

**Office Use Only**

Family Code:

Date:

Processed By:

PA No.