

PAYMENT OPTION ADVICE FORM

Family Name			
Family ID			
Student Name		Year Group	
Student Name		Year Group	
Student Name		Year Group	
Student Name		Year Group	

Instalment Options - Please Tick (Please refer to your statement for your payment amount)			
✓	Frequency	Total Instalments	Due Dates
<input type="checkbox"/>	Annual	1 Instalment	14 February 2025 (Less Annual Payment Discount)
<input type="checkbox"/>	Quarterly	4 Instalments	14 February, 1 May, 31 July & 23 October 2025
<input type="checkbox"/>	Monthly	11 Instalments	10 February 2025 to 9 December 2025
<input type="checkbox"/>	Fortnightly	22 Instalments	14 February 2025 to 5 December 2025
<input type="checkbox"/>	Weekly	43 Instalments	14 February 2025 to 5 December 2025

Payment Options - Please Tick	
<input type="checkbox"/> Direct Debit - Bank Account	Please complete the Direct Debit - Bank Account Authorisation (Option A)
<input type="checkbox"/> Direct Debit - Credit Card	Please complete the Direct Debit - Credit Card Authorisation (Option B)
<input type="checkbox"/> Manual Payments	Please see Manual Payments Section - (Option C)

Direct Debit - Bank Account - Option A			
Name of Bank:		Account Name:	
BSB		Account Number:	
I/We request St James' Anglican School to arrange for funds to be debited from my/our nominated bank account for the payment of school fees and other charges according to the selected schedule above.			

Direct Debit - Credit Card Authorisation - Option B			
Credit Card Type:	<input type="checkbox"/>	Mastercard	<input type="checkbox"/>
			Visa
Card Name:			
Card Number:			
Card Expiry Date:	MM:	YY:	CVV:
I/We request St James' Anglican School to arrange for funds to be debited from my/our nominated Credit Card for the payment of school fees and other charges according to the selected schedule above. I/We are aware that a 1% surcharge is payable for Credit Card Payments.			

Manual Payments - Option C			
Bank Transfer		BPay	
Account Name:	St James' Anglican School	Account Name:	St James' Anglican School
BSB:	7 0 6 - 0 0 1	Bill Code:	1 3 4 7 1 8
Account Number:	3 0 0 0 7 2 9 3	Reference:	BPay Reference Code as per your Statement
Reference:	Family Surname & Family ID as per your Statement		

Declaration - MUST be Signed by ALL Debtors	
I/We hereby acknowledge and agree the school fees will be paid in full by 5 December 2025. I/We will contact the school in writing should I/We be unable to commit to this agreed payment arrangement. I/We agree to the terms and conditions detailed in this Direct Debit Service.	
Parent/Guardian 1 Signature:	Date:
Parent/Guardian 2 Signature:	Date:

CUSTOMER DIRECT DEBIT REQUEST SERVICE AGREEMENT

In respect of the Direct Debit Request (DDR) arrangements made between St James' Anglican School, and you, this document outlines:

- * Our commitment to you
- * Your rights & your responsibilities to us
- * Where to go for assistance

ST JAMES' COMMITMENT TO YOU

INITIAL TERMS OF THE ARRANGEMENTS

In terms of the DDR arrangements made between us and signed by you, we undertake to periodically debit your nominated account for the agreed amount for the payment of school fees.

DRAWING ARRANGEMENTS

- * The first drawing under this DDR will occur on the date specified on the Direct Debit Payment Request Form.
- * Your Annual Statement will be forwarded by email in the first week of Term 1 so you are aware of what funds will need to be in your account on the date the fees are due.
- * We will give you at least 14 days notice (in writing) when changes to the initial terms of the arrangement are made.
- * Drawings will take place on a business day. If the payment due date is on a weekend, the payment will be taken on the next available business day.
- * Drawings will continue until you advise us, in writing, to cease, or until your children leave St James' and all fees are paid in full.
- * If you wish to discuss any changes to the initial terms, please telephone the Business Manager on (08) 6336 8330.

YOUR RIGHTS

CHANGES TO THE AGREEMENTS

If you want to make changes to the drawing arrangements, please provide written notification to the school. Please email accounts@stjames.wa.edu.au

These changes may include:

- * Stopping an individual debit
- * Deferring the drawing
- * Suspending the DDR
- * Cancelling the DDR Completely.

ENQUIRIES

Direct all enquiries to St James' rather than your financial institution.

All personal customer information held by us will be kept confidential except that information provided to our financial institution to initiate the drawing to your nominated account.

DISPUTES

- * If you believe that a drawing has been initiated incorrectly, please take the matter up initially with the Business Manager by telephone.
- * If you do not receive a satisfactory response to your dispute from St James', contact your financial institution who will provide you with a response to your claim:
 - * within 7 business days (for claims lodged within 12 months of the disputed drawing) or
 - * within 30 business days (for claims lodged more than 12 months after the disputed drawing).
- * You will receive a refund of the drawing amount if we cannot substantiate the reason for the drawing.

Note: *Your financial institution will ask you to contact us to resolve your disputed drawing prior to involving them.*

YOUR COMMITMENT TO US

IT IS YOUR RESPONSIBILITY THAT:

- * Your nominated account can accept direct debits (your financial institution can confirm this); and
- * that on drawing date there are sufficient cleared funds in the nominated account, and that you advise us if the nominated account is transferred or closed. If your drawing is returned or dishonoured by your financial institution, you will be notified by St James' and payment by EFT, BPay or EFTPOS (over the telephone or in person) will be required. We will pass on to you any fees or charges incurred by us as the result of the return of the drawing.