

TAFE Queensland Direct Debit Payment Plan

Please use **BLOCK** letters



Name of Account Holder/s giving the Direct Debit Authorisation Request							
Account Holder/s Authority	I/We.....						
	Authorise and request you	TAFE Queensland Brisbane	APCA Number:-	402898			
	To arrange for funds to be debited from my/our account at the financial institution identified below and as prescribed below through the Bulk Electronic Clearing System or to debit my/our account by any other means in accordance with the terms of the attached Direct Debit Request Service Agreement						
	This Direct Debit Request will remain in force in accordance with the terms of the Direct Debit Request Service Agreement						
Account Holder/s Address and Bank Details	Student Number		Date of Birth				
	Student Name						
	Account Holder/s full name						
	Street Address						
	City		State		Postcode		
	Name on Account						
	BSB Number		Financial Institution				
	Account Number						
Direct Debit Details (Office Use Only)							
What is the amount to be direct debited per transaction		First payment \$	Ongoing payment \$	Last payment \$			
What date do the deductions commence?							
What date do the deductions cease?							
How often are the deductions to occur (please tick the nominated option)		Weekly <input type="checkbox"/>	Fortnightly <input type="checkbox"/>	Monthly <input type="checkbox"/>			
Student Debtor Rules and Obligations							
<p>The Direct Debit Payment Plan schedule must be completed 30 days prior to CLOSE of study, or as otherwise stated below:</p> <ul style="list-style-type: none"> Direct Debit Payment Plan request forms can be completed for courses over \$300 Direct Debit Payment Plan requests can be used to pay course fees, including short courses i.e. skill sets and other non-accredited courses Should you have an outstanding debt with TAFE Queensland, no further credit or continuing enrolment will be available until such debt has been paid In the instance that funds are not available at the time of withdrawal, your Direct Debit Payment Plan may be cancelled and the total outstanding balance must be paid within 14 days If you withdraw from a course or program before the course or program is completed, the outstanding balance of your Direct Debit Payment Plan must be paid within 14 days Overdue debts may be referred to a Debt Collection Agency for recovery and may be reported to a Credit Referencing Agency. This may result in extra costs being incurred by the student and may affect their credit rating. 							
Student and/or Account Holder(s) Declaration							
Student or Account Holder/s Authority	By signing this document I acknowledge that:						
	<ul style="list-style-type: none"> I have read and understood the requirements of this agreement I agree to the terms and conditions as recoded in this document 						
	Signature <small>(Account Holder 1)</small>				Date		
	Signature <small>(Account Holder 2)</small>				Date		
	Student Signature <small>(if not A/H)</small>				Date		
Declaration if student is under the age of 18							
Guardian Signature	Signature				Date		

**TAFE Queensland
Direct Debit Payment Plan**

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Guarantor Details – Only complete if a guarantor is required

Guarantor Full Name		Date of Birth	
Street Address		Postcode	
Email Address			
Contact Number			
Guarantor Declaration			
I, _____ (Name of Guarantor) confirm that I am willing to be a Guarantor for _____ (Name of Applicant)			
<input type="checkbox"/> I am aware of, understand and agree that I will be liable to pay all money owing by the Applicant if they default in paying the debt under the Direct Debit Payment Plan and I declare that all information supplied is true and correct			
OR			
<input type="checkbox"/> I agree that I am willing to take on the debt associated with this agreement and enter into a Direct Debit Payment Plan arrangement to pay all owing fees for the course stated in this application and I declare that all information supplied is true and correct			
Signature		Date	

TAFE Queensland
Direct Debit Payment Plan
Service Agreement

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Please ensure you have read the following before providing TAFE Queensland Brisbane region the Direct Debit Payment Plan Request

- You are responsible for obtaining independent advice in relation to the Direct Debiting arrangements and how they will affect your personal or business affairs. To avoid unnecessary rejections of a Direct Debit and processing of your disbursements, you are advised to check the completed Direct Debit request form against a recent statement issued by your financial institution.
- We may vary this agreement at any time by giving you at least 14 days' notice.
- By signing a Direct Debit request, you request and authorise TAFE Queensland to arrange for funds to be debited from your account either according to the repayment schedule we have with you (or either of you or a third party) or as provided in this Service Agreement. The amounts drawn will be as due under the repayment schedule or any agreed variations to it thereafter or any greater amount which you, either of you, or a third party instruct us to draw, provided such instruction is given in the manner specified in the operating authority held by us in connection with your account. Where the amount due under the repayment schedule decreases, TAFE Queensland Brisbane at its discretion may decrease the amount drawn from your account or, unless you instruct us to decrease it, continuing to draw the higher amount.
- TAFE Queensland will arrange for funds to be debited from your account:
 - As requested and authorised in the Direct Debit Request; or
 - According to any notice sent to you specifying the amount payable and the date payment is due; or
 - In accordance with this Service Agreement
- The payment will be deducted from your nominated account on the payment due date. If the due date for payment falls on a non-business day or a national public holiday, the payment will be processed on the next working day.
- It is your responsibility to ensure that you have sufficient clear funds in the nominated account, by the due date, to allow for the payment of Debit Items according to this request. If you do not have sufficient funds:
 - The payment will be regarded as not having been made
 - An administration fee may be charged to your account by your financial institution
- You should be aware that:
 - Direct Debiting through Bulk Electronic Clearing System (BECS) is not available on all accounts;
 - Account details should be checked against a recent statement from your financial institution. If you are in doubt of your account details, you should confirm these with your financial institution before completing the Direct Debit Authorisation Request; and
 - It is your responsibility to advise TAFE Queensland if your nominated account is altered, transferred or closed.
- In the event where there are two (2) unsuccessful returned unpaid transactions in succession this payment plan will be cancelled and the full amount of the outstanding debt will be required to be paid immediately.
- Your records and account details will be kept private and confidential and will only be disclosed at your request or the request of the financial institution in connection with a claim made to an alleged incorrect or wrongful debt, or otherwise as required by law
- If you believe there has been an error in debiting your account you should contact us on **1300 308 233** during business hours as soon as possible so that we can resolve your query quickly. If our investigations show that your account has been incorrectly debited, we will arrange for the financial institution to adjust your account accordingly. We will also notify you of the amount by which your account has been adjusted. If following our investigations we believe on reasonable grounds that your account has been correctly debited, we will respond to your query by providing you with reasons and copies of any evidence for this finding. If we cannot resolve the matter, you can still refer it to your financial institution, which will obtain details from you of the disputed payment and may lodge a claim on your behalf.
- For all matters relating to the Direct Debit arrangement on your account, including requests for deferment of debits, alteration of debit arrangements or stopping and cancelling your Direct Debit Request, please call us on **1300 308 233** or visit your closest campus during business hours as soon as possible so that we can resolve your query as quickly as possible.