



Parent Set Up Form

PARENT/GUARDIAN DETAILS *Please fill in all fields and complete in CAPITALS.

Parent Name			
Family ID/Account			
Full Address			POSTCODE: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Date of Birth <small>For identification purposes</small>	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
Email Address <small>Required for login & welcome email</small>			
Mobile Phone	04 <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>		
Receive Payment Confirmations	<input type="checkbox"/> Email <input type="checkbox"/> SMS		

Annual Fee Instalment Frequency

Term (3 instalments) (Due dates published on first Fees Statement of year)
 Monthly (10 instalments) – to begin on _____ February
 Fortnightly (20 instalments) – to begin on _____ February
 Weekly (40 instalments) – to begin on _____ February

Instalment plans operate from February to November each year

Please Note that the College will issue emailed Statements on a regular basis.

VOLUNTARY Contribution to Oakhill College Building Fund (This is NOT the CAPITAL LEVY itemised in your Fees Statement):

All Families are invited to make tax deductible voluntary donations to the Oakhill College Building Fund to help meet the costs of maintaining and developing the College's wonderful campus and extensive buildings and facilities. Please indicate the amount you elect to donate each year. You can change this election at any time by notifying the College in writing. Your annual donation will be divided into 4 equal instalments to be processed on **30th January, 30th April, 30th July and 30th October** each year. **The suggested amount is \$400/year.** These payments will be processed until 30th October of the year your youngest child completes his/her education at Oakhill.

Per Annum Amount \$ _____ per annum
 I do not wish to contribute to the Oakhill College Foundation Building Fund

SIGNATURE:

Account Holder Declaration:

I/we hereby register with School EasyPay ("SEP") and authorise the College ("College") and SEP to process payments from the bank or card account nominated BELOW in accordance with the fees & charges and statements provided by the College, this Parent Set Up form (PSF) and the School EasyPay Terms & Conditions (SEPTC) which are available from the College, on www.schooleasypay.com.au or by emailing info@schooleasypay.com.au. By signing this PSF, I confirm the information above is true and correct, that I have read and understood the PSF and the SEPTC, that I agree to be bound by the PSF and the PSF and SEPTC. I understand that this arrangement will remain in place until such time as it is cancelled by me in writing, or by the College or by SEP. I understand and agree that all payment related queries or disputes should be resolved with the College. I understand that if I choose to pay by Amex or Diners then I am responsible for any merchant fees incurred.

Direct Debit Request: I/we hereby request that moneys due in terms of the repayment arrangements covered by this document be drawn by Zenith Payments Pty Ltd t/a School EasyPay (User ID: 428563) under the Direct Debit System from my/our account stated above. I/we acknowledge that this Direct Debiting arrangement is governed by the terms of the Direct Debit Service Agreement received from Zenith Payments Pty Ltd t/a School EasyPay. Transactions will appear on your bank or card statement as "SCHOOL EASYPAY AUSTRALIA ROZELLE"

Account Holder Signature <small>(Are 2 signatures required?)</small>	X X	Date:	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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CARD OR BANK DETAILS: (Merchant fees will be absorbed by the College, except for Amex or Diners, which will be payable by you)

Credit / Debit Card <small>Earn reward points~ and utilise interest free days#</small>	Card Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Expiry Date: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	Name on Card:
Bank Account	BSB: <input type="text"/> <input type="text"/> <input type="text"/>	Account Number: <input type="text"/>	
	Account Holder Name: <input type="text"/>		

Direct Debit Request Service Agreement

This is your Direct Debit Service Agreement with School EasyPay (User ID: 428563), part of Zenith Payments Pty Ltd ABN 71 083 359 684. It explains what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit provider. Please keep this agreement for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR authorisation.

Definitions	<p>account means the account held at <i>your financial institution</i> from which we are authorised to arrange for funds to be debited.</p> <p>agreement means this Direct Debit Request Service Agreement between <i>you</i> and <i>us</i>.</p> <p>banking day means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.</p> <p>College means Oakhill College.</p> <p>debit day means the day that payment by <i>you</i> to <i>us</i> is due.</p> <p>debit payment means a particular transaction where a debit is made.</p> <p>direct debit request means the Direct Debit Request between <i>us</i> and <i>you</i>.</p> <p>us or we means School EasyPay, (the Debit User) <i>you</i> have authorised by requesting a <i>Direct Debit Request</i>.</p> <p>you means the customer who has signed or authorised by other means the <i>Direct Debit Request</i>.</p> <p>your financial institution means the financial institution nominated by <i>you</i> on the DDR at which the <i>account</i> is maintained.</p>
1. Debiting your account	<p>1.1 By signing a <i>Direct Debit Request</i> or by providing <i>us</i> with a valid instruction, <i>you</i> have authorised <i>us</i> to arrange for funds to be debited from <i>your account</i>. <i>You</i> should refer to the <i>Direct Debit Request</i> and this <i>agreement</i> for the terms of the arrangement between <i>us</i> and <i>you</i>.</p>
	<p>1.2 <i>We</i> will only arrange for funds to be debited from <i>your account</i> as authorised in the <i>Direct Debit Request</i>. or <i>We</i> will only arrange for funds to be debited from <i>your account</i> if <i>we</i> have sent to the address nominated by <i>you</i> in the <i>Direct Debit Request</i>, a billing advice which specifies the amount payable by <i>you</i> to <i>us</i> and when it is due.</p> <p>1.3 If the <i>debit day</i> falls on a day that is not a <i>banking day</i>, <i>we</i> may direct <i>your financial institution</i> to debit <i>your account</i> on the following <i>banking day</i>. If <i>you</i> are unsure about which day <i>your account</i> has or will be debited <i>you</i> should ask <i>your financial institution</i>.</p>
2. Amendments by us	<p>2.1 <i>We</i> may vary any details of this <i>agreement</i> or a <i>Direct Debit Request</i> at any time by giving <i>you</i> at least fourteen (14) days written notice.</p>
3. Amendments by you	<p><i>You</i> may change, stop or defer a debit payment, or terminate this agreement by providing your school or us with at least 3 days' notification by writing to: School EasyPay, PO Box 177, Balmain, NSW 2041 or by telephoning us on 02 9556 7590 during business hours; or arranging it through your own financial institution, which is required to act promptly on your instructions.</p>
4. Your obligations	<p>4.1 It is <i>your</i> responsibility to ensure that there are sufficient clear funds available in <i>your account</i> to allow a <i>debit payment</i> to be made in accordance with the <i>Direct Debit Request</i>.</p> <p>4.2 If there are insufficient clear funds in <i>your account</i> to meet a <i>debit payment</i>:</p> <ul style="list-style-type: none"> (a) <i>you</i> may be charged a fee and/or interest by <i>your financial institution</i>; (b) <i>you</i> may also incur fees or charges imposed or incurred by <i>us</i>; and (c) <i>you</i> must arrange for the <i>debit payment</i> to be made by another method or arrange for sufficient clear funds to be in <i>your account</i> by an agreed time so that <i>we</i> can process the <i>debit payment</i>. <p>4.3 <i>You</i> should check <i>your account</i> statement to verify that the amounts debited from <i>your account</i> are correct</p>
5. Dispute	<p>5.1 If <i>you</i> believe that there has been an error in debiting <i>your account</i>, <i>you</i> should notify <i>us</i> directly on 02 95567590 and confirm that notice in writing with <i>us</i> as soon as possible so that <i>we</i> can resolve your query more quickly. Alternatively <i>you</i> can take it up directly with your financial institution.</p> <p>5.2 If <i>we</i> conclude as a result of our investigations that <i>your account</i> has been incorrectly debited <i>we</i> will respond to <i>your query</i> by arranging for <i>your financial institution</i> to adjust <i>your account</i> (including interest and charges) accordingly. <i>We</i> will also notify <i>you</i> in writing of the amount by which <i>your account</i> has been adjusted.</p> <p>5.3 If <i>we</i> conclude as a result of our investigations that <i>your account</i> has not been incorrectly debited <i>we</i> will respond to <i>your query</i> by providing <i>you</i> with reasons and any evidence for this finding in writing.</p>
6. Accounts	<p><i>You</i> should check:</p> <ul style="list-style-type: none"> (a) with <i>your financial institution</i> whether direct debiting is available from <i>your account</i> as direct debiting is not available on all accounts offered by financial institutions. (b) <i>your account</i> details which <i>you</i> have provided to <i>us</i> are correct by checking them against a recent <i>account</i> statement; and (c) with <i>your financial institution</i> before completing the <i>Direct Debit Request</i> if <i>you</i> have any queries about how to complete the <i>Direct Debit Request</i>.
7. Confidentiality	<p>7.1 <i>We</i> will keep any information (including <i>your account</i> details) in <i>your Direct Debit Request</i> confidential. <i>We</i> will make reasonable efforts to keep any such information that <i>we</i> have about <i>you</i> secure and to ensure that any of <i>our</i> employees or agents who have access to information about <i>you</i> do not make any unauthorised use, modification, reproduction or disclosure of that information.</p> <p>7.2 <i>We</i> will only disclose information that <i>we</i> have about <i>you</i>:</p> <ul style="list-style-type: none"> (a) to the extent specifically required by law; or (b) for the purposes of this <i>agreement</i> (including disclosing information in connection with any query or claim).
8. Notice	<p>8.1 If <i>you</i> wish to notify <i>us</i> in writing about anything relating to this <i>agreement</i>, <i>you</i> should write to: School EasyPay, PO Box 177 Balmain NSW 2041</p> <p>8.2 <i>We</i> will notify <i>you</i> by sending a notice in the ordinary post to the address <i>you</i> have given <i>us</i> in the <i>Direct Debit Request</i>.</p> <p>8.3 Any notice will be deemed to have been received on the third <i>banking day</i> after posting.</p>