

Jane Franklin Hall Inc  
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A residential  
College of the  
University of  
Tasmania



JANE FRANKLIN HALL

# Direct Debit Request

## Request and Authority to debit the account named below to pay Jane Franklin Hall Inc

### Request and Authority to debit

Your Surname or company name \_\_\_\_\_

Your Given names or ABN/ARBN \_\_\_\_\_ "you"

request and authorise Jane Franklin Hall to arrange, through its own financial institution, a debit to your nominated account any amount Jane Franklin Hall has deemed payable by *you*.

This debit or charge will be made through the Bulk Electronic Clearing System (BECS) from *your* account held at the financial institution you have nominated below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.

### Insert the name and address of financial institution at which account is held

Financial institution name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

### Insert Card Card Details

Card Type: Master Card ( ) Visa ( ) American Express ( )

Card No. \_\_\_\_\_ Expiry Date \_\_\_/\_\_\_

Name on card: \_\_\_\_\_ Signature of Cardholder: \_\_\_\_\_

### Insert details of account to be debited

Name/s on account \_\_\_\_\_

BSB number (Must be 6 Digits) |\_|\_|\_|\_|\_| - |\_|\_|\_|\_|\_|

Account number |\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|

### Acknowledgment

By *signing* and/or providing us with a *valid instruction* in respect to *your* Direct Debit Request, you have understood and agreed to the terms and conditions governing the debit arrangements between you and Jane Franklin Hall as set out in this Request and in your Direct Debit Request Service Agreement.

### Insert your signature and address

Signature \_\_\_\_\_

(If signing for a company, sign and print full name and capacity for signing eg. director)

Address \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_

# Direct Debit Request – Service Agreement

The following is your Direct Debit Service Agreement with Jane Franklin Hall Inc. The agreement is designed to explain 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.

We recommend you keep this agreement in a safe place 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 form.

## Definitions

- **account** means the account held at *your financial institution* from which *we* are authorised to arrange for funds to be debited.
- **agreement** means this Direct Debit Request Service Agreement between *you* and *us*.
- **banking day** means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.
- **debit day** means the day that payment by *you* to *us* is due.
- **debit payment** means a particular transaction where a debit is made.
- **direct debit request** means the Direct Debit Request between *us* and *you*.
- **us** or **we** means Jane Franklin Hall, (the Debit User) *you* have authorised by signing a *direct debit request*.
- **you** means the customer who signed the *Direct Debit Request*.
- **your financial institution** means the financial institution nominated by *you* on the DDR at which the *account* is maintained.

## 1. Debiting your account

By signing a *Direct Debit Request*, *you* have authorised *us* to arrange for funds to be debited from *your account*. *You* should refer to the *Direct Debit Request* and this *agreement* for the terms of the arrangement between *us* and *you*.

*We* will only arrange for funds to be debited from *your account* as authorised in the *Direct Debit Request*

If the *debit day* falls on a day that is not a *banking day*, *we* may direct *your financial institution* to debit *your account* on the following *banking day*.

If *you* are unsure about which day *your account* has or will be debited *you* should ask *your financial institution*.

## 2. Amendments by us

*We* may vary any details of this *agreement* or a *Direct Debit Request* at any time by giving *you* at least fourteen **(14) days'** written notice.

## 3. Amendments by you

*You* may change, stop or defer a debit payment, or terminate this agreement by providing *us* with at least fourteen **(14) days'** notification by writing to: Jane Franklin Hall **or** by telephoning *us* on **(03) Jane Franklin Hall** during business hours **or** arranging it through your own financial institution.

## 4. Your obligations

Is *your* responsibility to ensure that there are sufficient clear funds available in *your account* to allow a *debit payment* to be made in accordance with the *Direct Debit Request*.

If there are insufficient clear funds in *your account* to meet a *debit payment*:

- (a) *you* may be charged a fee and/or interest by *your financial institution*;

- (b) *you* may also incur fees or charges imposed or incurred by *us*; and
- (c) *you* must arrange for the *debit payment* to be made by another method or arrange for sufficient clear funds to be in *your account* by an agreed time so that *we* can process the *debit payment*.

*You* should check *your account* statement to verify that the amounts debited from *your account* are correct

If Jane Franklin Hall is liable to pay goods and services tax ("GST") on a supply made in connection with this *agreement*, then *you* agree to pay Jane Franklin Hall on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.

## 5. Dispute

If *you* believe that there has been an error in debiting *your account*, *you* should notify *us* directly on **(03) Jane Franklin Hall** and confirm that notice in writing with *us* as soon as possible so that *we* can resolve your query more quickly. Alternatively *you* can take it up with your financial institution direct.

If *we* conclude as a result of our investigations that *your account* has been incorrectly debited *we* will respond to *your* query by arranging for *your financial institution* to adjust *your account* (including interest and charges) accordingly. *We* will also notify *you* in writing of the amount by which *your account* has been adjusted.

If *we* conclude as a result of our investigations that *your account* has not been incorrectly debited *we* will respond to *your* query by providing *you* with reasons and any evidence for this finding in writing.

## 6. Accounts

*You* should check:

- (a) with *your financial institution* whether direct debiting is available from *your account* as direct debiting is not available on all accounts offered by financial institutions.
- (b) *your account* details which *you* have provided to *us* are correct by checking them against a recent *account* statement; and
- (c) with *your financial institution* before completing the *Direct Debit Request* if *you* have any queries about how to complete the *Direct Debit Request*.

## 7. Confidentiality

*We* will keep any information (including *your account* details) in *your Direct Debit Request* confidential. *We* will make reasonable efforts to keep any such information that *we* have about *you* secure and to ensure that any of *our* employees or agents who have access to information about *you* do not make any unauthorised use, modification, reproduction or disclosure of that information.

*We* will only disclose information that *we* have about *you*:

- (a) to the extent specifically required by law; or
- (b) for the purposes of this *agreement* (including disclosing information in connection with any query or claim).

## 8. Notice

If *you* wish to notify *us* in writing about anything relating to this *agreement*, *you* should write to Jane Franklin Hall.

*We* will notify *you* by sending a notice in the ordinary post to the address *you* have given *us* in the *Direct Debit Request*.

Any notice will be deemed to have been received on the third *banking day* after posting.

## 2012 Direct Debit Request (DDR) Schedule

Payments Academic	Fortnightly DDR date	Covers fees		Academic Residential Agreement Fortnightly Payment	Academic Year Residential Agreement Balance
		from	to		
	<b>Balance</b>				<b>13210.00</b>
	15/02/2012	18/02/2012	3/03/2012	Acceptance Fee	13210.00
<b>*1</b>	29/02/2012	3/03/2012	17/03/2012	714.00 /357.00 (Ret Res)	12496.00
2	14/03/2012	17/03/2012	31/03/2012	714.00	11782.00
3	28/03/2012	31/03/2012	14/04/2012	714.00	11068.00
4	11/04/2012	14/04/2012	28/04/2012	714.00	10354.00
5	25/04/2012	28/04/2012	12/05/2012	714.00	9640.00
6	9/05/2012	12/05/2012	26/05/2012	714.00	8926.00
7	23/05/2012	26/05/2012	9/06/2012	714.00	8212.00
8	6/06/2012	9/06/2012	23/06/2012	714.00	7498.00
9	20/06/2012	23/06/2012	7/07/2012	714.00	6784.00
10	4/07/2012	7/07/2012	21/07/2012	714.00	6070.00
11	18/07/2012	21/07/2012	4/08/2012	714.00	5356.00
12	1/08/2012	4/08/2012	18/08/2012	714.00	4642.00
13	15/08/2012	18/08/2012	1/09/2012	714.00	3928.00
14	29/08/2012	1/09/2012	15/09/2012	714.00	3214.00
15	12/09/2012	15/09/2012	29/09/2012	734.00	2500.00
16	26/09/2012	29/09/2012	13/10/2012	714.00	1786.00
17	10/10/2012	13/10/2012	27/10/2012	714.00	1072.00
18	24/10/2012	27/10/2012	10/11/2012	714.00	358.00
19	7/11/2012	10/11/2012	24/11/2012	<b>Balance</b>	<b>0.00</b>
	21/11/2012	24/11/2012	8/12/2012	Not Applicable	
	5/12/2012	8/12/2012	22/12/2012	Not Applicable	
	19/12/2012	22/12/2012	5/01/2013	Not Applicable	

**\*Continuing residents returning from 25/02/2012 are to pay \$357 this fortnight only**