

Direct Debit Request

Evolution Systems for Training & Development Pty Ltd



Name:
Relationship to Evolution:
Address:
State: Postcode:
Phone: Fax:
Email: Student ID no#

I/We request that you draw by way of the Direct Debit System \$_____.____ per _____ from my/our account, conducted with _____ for the payment of tuition fees

Account details

BSB Number:
Account Number:
Account Name:

I/We acknowledge that the Direct Debit arrangement is governed by the terms of the Client Service Agreement received from Evolution Systems for Training and Development Pty Ltd (Debit User ID number 357710)

Student Signature 1:

Student Signature 2:

Date:

PLEASE READ THE CLIENT SERVICE AGREEMENT OVERLEAF AND SIGN WHERE INDICATED

<p>Office Use Only:</p> <p>Checklists added</p> <p>Upload against file & make journal note</p> <p>.....</p>
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Client Service Agreement

Our commitment to you,

Drawing arrangements:

We will advise you, in writing, the details of your drawing arrangements [amount; frequency; commencement date] at least 14 calendar days following completion of this agreement.

Where the due date falls on a non-business day, we will draw the amount on the next business day.

We will not change any details of drawings arrangements without *giving you at least fourteen (14) days written notice*.

We reserve the right to cancel your drawing arrangements if three or more drawings are returned unpaid by your nominated Financial Institution and to arrange with you an alternate payment method.

We will keep all information pertaining to your nominated account at the Financial Institution, private and confidential

Your rights:

You may terminate your drawing arrangements at any time by giving written notice directly to us, or through your nominated Financial Institution. Notice given to us should be received by us at least 14 business days prior to the due date.

You may stop payment of a drawing under your pay plan by giving written notice directly to us, or through your nominated Financial Institution. Notice given to us should be received by us at least 14 business days prior to the due date.

You may request change to the drawing amount and/or frequency of your Pay Plan drawings by contacting us and advising your requirements no less than 14 business days prior to the due date.

Where you consider that a drawing has been initiated incorrectly [outside your Pay Plan arrangements as indicated on the reverse of this form] you may take the matter up directly with us, or lodge a Direct Debit Claim through your nominated Financial Institution.

Your commitment to us,

Your responsibilities:

It is your responsibility to ensure that sufficient funds are available in the nominated account to meet a drawing on its due date.

It is your responsibility to ensure that the authorisation given to draw on the nominated account is identical to the account signing instruction held by the Financial Institution where the account is based.

It is your responsibility to advise us if the account nominated by you to make payments from is transferred or closed.

It is your responsibility to arrange with us a suitable alternate payment method if wish to cancel your payment agreement.

Declaration:

I have read and fully understand the above agreement and terms.

Student Signature:

Date: