

Direct Debit Request

Payer Details “you”

Payer Name: Mr/Mrs/Ms/Miss			Date of Birth:		
Address:			City:		
State:	Zip code:	Email:			
Mobile Ph:	Home Ph:		Work Ph:		

You request and authorize Educational Funding Company (EFC), to arrange, through its own financial institution, a debit to your nominated account an amount as detailed in the payment details below and any charges EFC deems payable by you. This debit or charge will be made through the Automatic Clearing House (ACH) or Card Merchant 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.

Payment Details

Instalment amount	\$		# of instalments or Until Further Notice (UFN)		Frequency	Weekly / Fortnightly / Monthly 6 monthly# or Yearly# # - conditions may apply
+ Admin Fee per Debit	\$		First Debit Date			
Total Regular Debit Amount	\$		First Debit Amount \$ <small>(if different from instalment amount)</small>		Cancellations as per Service Provider Agreement.	

Debit from Bank Account

Routing Number:	Account Number:
Name on Account:	

Debit from Credit Card

Type of credit card:	Master Card	Visa	American Express	Discover
Card Number:	<div style="border: 1px solid black; display: inline-block; padding: 2px;"> _____ / _____ / _____ </div>			
Name on Card:				Expiry date:

(NB: For PCI security, ensure the digits of the card number inside the marked area are erased after entry into the Infocus System)

Authorization

This authorization is to remain in force in accordance with the terms and conditions on this page and the provided Direct Debit Request service agreement, I/We have read and understand the same.

Account Holder/Payer (signature above)

Agreement Date

Auto Renewal Increase Authority. You, the payer, agree to this DDR renewing **automatically** on completion of each term and understand that an increase of _____% will be applied to each renewal term.

I, the payer, agree to the terms of Auto Renewal(Payer signature) _____ Date _____

Service Provider

The administration of this authority to debit is conducted by EFC acting as a billing agent for the service provider named here. The terms of your agreement with the service provider should be read in conjunction with the terms of this agreement.

Service Provider Name _____
(School Name)

Address _____

Direct Debit Request Service Agreement

This is your Direct Debit Service Agreement with **Educational Funding Company**. 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 authorization.

Definitions

account means the account held at your financial institution from which we are authorized 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 the USA.

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 (DDR) between us and you.

service provider means the person or business providing the tuition or service being paid for and named in the DDR.

provider agreement means the service agreement between you and the service provider for whom EFC (the Debit Company) acts on behalf.

us or **we** or **EFC** means **Educational Funding Company**, (the Debit Company) you have authorized by signing the Direct Debit Request.

you or **your** means the customer who has signed or authorized by other means 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

1.1. By signing a Direct Debit Request you have authorized 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.

1.2. We will arrange for funds to be debited from your account as authorized in the Direct Debit Request which will reflect the agreed amounts between you and the service provider in your provider agreement.

1.3. 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 PREVIOUS BANKING DAY. If you are unsure about which day your account has or will be debited you should ask us. (the Debit Company)

2. Amendments and termination

2.1. 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.

2.2. This Authority shall stand pursuant to any written agreement between you and the service provider named in the DDR. The administration of this authority to debit is conducted by us acting as a billing agent for the service provider. The services provided by EFC (the Debit Company) are administrative only and do not extend to the provision of any services provided by the service provider.

2.3. You may change your debit payment only to the extent of advising us of your new account details by contacting the service provider or in accordance with para 3.2.3.

2.4. You may terminate the authority by contacting the service provider named overleaf in the first instance. The terms and conditions of any written agreement between you and the service provider, on who's behalf EFC acts, must be complied with.

2.5. If a dispute occurs between you and the service provider, all enquiries regarding a stop, cancellation or termination of the authority should be directed to EFC or your financial institution.

3. Your obligations

3.1. It is your responsibility to;

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

3.1.2. check with your financial institution whether direct debiting is available from your account as direct debiting is not available on all accounts.

3.1.3. check your account details which you have provided to us are correct by checking them against a recent account statement.

3.1.4. check your account statement to verify that the amounts debited from your account are correct.

3.2. If a debit payment fails due to insufficient cleared funds in your account or you have provided incorrect details;

3.2.1. you will be charged a dishonor fee of \$15.00 by us for returns administration.

3.2.2. you may also incur fees or charges imposed by your financial institution; and

3.2.3. you must arrange for the debit payment to be made by another method or arrange for sufficient clear funds to be in your account before a further seven (7) days from the debit day so that we can process the debit payment and the dishonor fee.

4. Disputes and refunds

4.1. If you believe that there has been an error in debiting your account, you should notify us directly 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 directly with your financial institution which may incur a charge from them.

4.2. If we conclude as a result of our investigations that your account has been incorrectly debited we will adjust your account accordingly. We will also notify you in writing of the amount by which your account has been adjusted.

4.3. 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. Disputed debit items resolved in favor of EFC will incur an administration fee.

4.4. All enquiries relating to refunds must be directed to the service provider.

5. Confidentiality

5.1. We will keep any information 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 unauthorized use, modification, reproduction or disclosure of that information.

5.2. We will only disclose information that we have about you:

5.2.1. to the extent specifically required by law; or

5.2.2. for the purposes of this agreement (including disclosing information in connection with any query or claim).

5.2.3. to a credit reporting agency. This information will be related to overdue payments and the terms of your agreement with the school.

6. Notice

6.1. If you wish to notify us in writing about anything relating to this agreement, you should write to the address on this agreement.

6.2. We will notify you using the information you have given us in the Direct Debit Request by sending notices via email and/or SMS and/or Post.