VICTORY COLLEGE
EST 1980

SchoolEasyPay
www.schooleasypay.com.au

# Parent Registration Form

## PARENT/GUARDIAN DETAILS

| | | |
|---|---|---|
| Full Name: | Email: | |
| Home Address: | | |
| | State: | Postcode: |
| Phone (via SMS): | | |
| Date of Birth (for ID purposes): | | |

## PAYMENT INSTALMENT FREQUENCY

| | | |
|---|---|---|
| ☐ Friday Weekly Payments | **OR** | ☐ Friday Fortnightly Payments |

## VOLUNTARY CONTRIBUTION TO VICTORY COLLEGE BUILDING FUND

All Families are invited to make tax deductible voluntary contributions to help meet the challenge of maintaining and developing the College's campus. Please indicate the amount you elect to contribute each year. You can change this election at any time by notifying the College in writing. Your annual contribution will be divided into equal instalments or can be deducted on an annual basis in June. If you wish to cancel your contribution, you can do so by letting the College know in writing. Surcharge fee will be absorbed by the college.

| | | |
|---|---|---|
| ☐ **Annual Contribution**<br>Amount (please specify):<br><br>$ _____ per annum | ☐ **Once-Off Contribution**<br>I wish to make a once-off payment<br><br>of $_____<br>on the 25th of June each year | ☐ **No Contribution**<br>I do not wish to make a voluntary contribute to the Victory College Building Fund |

## PAYMENT ACCOUNT

The balance due on your Statement will be direct debited on **Friday weekly** or **Friday fortnightly** from your nominated Payment Account. The nominated account can be either a credit/debit card or a bank account.

Please specify your Payment Account by completing **either** the credit/debit card details **or** the bank account details below.

**Option A – Credit / Debit Card**

| Card Number: | Name on Card: | Card Expiry: |
|---|---|---|
| | | |

**OR**

**Option B – Bank Account**

| Bank Account Name: | BSB: | Account Number: |
|---|---|---|
| | | |

## ACCOUNT HOLDER DECLARATION

I/we hereby register with School EasyPay ("**SEP**") and authorise Victory College ("**College**") and SEP to process payments from the bank or card account nominated above in accordance with the 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 and that I agree that henceforth I am required to maintain at all times an appropriate Direct Debit Authority with the College authorising the College to initiate the direct debit of the fees and other charges payable. 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.

**Direct Debit Request**: I/we hereby request that moneys due in terms of the repayment arrangements covered by this document be drawn by School EasyPay (User ID: 600993) 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 School EasyPay.

Account holder's signature:_____ Date:_____

# SchoolEasyPay

## A flexible way to pay school fees

Secure, automatic payments — one form for your child's whole education.

✓ **Multiple online payment options**
Secure online payment portal to pay school fees and other expenses by bank account, credit or debit card.

✓ **Flexible payment options**
Weekly, fortnightly, monthly, quarterly or annually.

✓ **PCI compliant**
Secure, safe online payment portal. Full card numbers are tokenised and never stored.

✓ **Simplified**
Only one form to complete until completion of education.

✓ **Save time**
Fees are processed automatically when each instalment is due.

✓ **Australian owned and based**
Office and support team is located in Balmain, Sydney NSW.

✓ **Email payment confirmation**
Informing you every time a payment is made.

✓ **Earn points**
Earn credit card points when you pay school fees.

ACCEPTED PAYMENT METHODS

VISA mastercard AMERICAN EXPRESS BANK ACCOUNT

**Save time and set up for direct debit**

School EasyPay provided by Zenpay Pty Ltd ABN 63 056 681 942.

p: (07) 5482 8206 | f: (07) 5482 4317 | P.O. Box 308 | 173 Old Maryborough Rd Gympie QLD 4570
www.victorycollege.com.au | CRICOS No 01873J | ABN 90800927522

VICTORY COLLEGE

**SCHOOL EASYPAY**
Reply Paid 79683 Balmain NSW 2041
(02) 9556 7590

# DIRECT DEBIT REQUEST SERVICE AGREEMENT
## Bank Account

This is your Direct Debit Service Agreement with ZenPay Pty Ltd t/a School EasyPay (User ID: 600993) ABN 63 056 881 942. It explains what your obligations are when undertaking a bank account 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 and our terms and conditions.

| | |
|---|---|
| **Definitions** | ***account*** means the account held at *your financial institution* from which *we* are authorised to arrange for funds to be debited.<br>***agreement*** means this Direct Debit Request Service Agreement between *you* and *us*.<br>***banking day*** means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.<br>***merchant*** means the merchant that payments are forwarded to.<br>***debit day*** means the day that payment by *you* to *us* is due.<br>***debit*** or ***payment*** means a particular transaction where a debit is made.<br>***direct debit request*** means the Direct Debit Request between *us* and *you*.<br>***us*** or ***we*** means School EasyPay, (the Debit User) *you* have authorised by requesting a *Direct Debit Request*.<br>***you*** means the customer who has signed or authorised by other means the *Direct Debit Request*.<br>***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* or by providing *us* with a valid instruction, *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.*<br>1.2 *We* will only arrange for funds to be debited from *your account* as authorised in the *Direct Debit Request*. ***Or***<br>*We* will only arrange for funds to be debited from *your account* if *we* have sent to the address nominated by *you* in the *Direct Debit Request,* a billing advice which specifies the amount payable by *you* to *us* and when it is due.<br>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 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** | 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. |
| **3. Amendments by you** | You may change, stop or defer a *debit payment* online, or terminate this *agreement* by providing your *merchant* or *us* with at least 3 days notification by writing to:<br>School EasyPay, Reply Paid 79683, Balmain, NSW 2041<br>OR by telephoning us on (02) 9556 7590 during business hours;<br>OR by arranging it through *your* own *financial institution*, which is required to act promptly on *your* instructions. |

| | |
|---|---|
| **4.**<br>**Your Obligations** | 4.1 It 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.*<br>4.2 If there are insufficient clear funds in *your account* to meet a *debit payment*:<br>(a) *you* may be charged a fee and/or interest by *your financial institution*;<br>(b) *you* may also incur fees or charges imposed or incurred by *us*; and<br>(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*.<br>4.3 *You* should check *your account* statement to verify that the amounts debited from *your account* are correct |
| **5.**<br>**Dispute** | 5.1 If you believe that there has been an error in debiting *your account*, you should notify us directly on **(02) 9556 7590** 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*.<br>5.2 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.<br>5.3 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. |
| **6.**<br>**Accounts** | *You* should check:<br>(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.<br>(b) *your* account details which *you* have provided to *us* are correct by checking them against a recent *account* statement.<br>(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.**<br>**Confidentiality** | 7.1 *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.<br>7.2 *We* will only disclose information that *we* have about *you*:<br>(a) to the extent specifically required by law; or<br>(b) for the purposes of this *agreement* (including disclosing information in connection with any query or claim). |
| **8.**<br>**Notice** | 8.1 If *you* wish to notify *us* in writing about anything relating to this *agreement*, *you* should write to: **School EasyPay, Reply Paid 79683 Balmain, NSW 2041**<br>8.2 *We* will notify *you* by email, via online post or by sending a notice in the ordinary post to the address *you* have given *us* in the *Direct Debit Request*<br>8.3 Any notice will be deemed to have been received on the third *banking day* after posting. |