

Direct Debit Request and Service Agreement

Direct Debit Request

Request and Authority to debit the account named below to pay

Greenhill Education Group Pty Ltd t/a RGIT Australia (ABN: 68 127 999 160)

Request and Authority to Debit

Student Number: _____

Student Name: _____

By signing this document, you hereby request and authorize **RGIT Australia** RTO No: 22088 to arrange, through its own financial institution, a debit of AUS\$ _____ to your nominated account the Amount deemed *payable by you to RGIT Australia*.

Authorisation to direct debit the above amount in the payment options as below:

S.No.	Authorised Date	Authorized AU\$

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 Details of Account to be Debited

Direct Debit:

Name/s on Account: _____

BSB Number (Must be 6 Digits): |__|__|__| - |__|__|__|

Account Number: |__|__|__|__|__|__|__|__|__|

OR

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	<p>Credit Card:</p> <p>Cardholder Name : _____</p> <p>Card Number : _____</p> <p>Card Expiry Date : _____ / _____ eg. 09/17</p>
<p>Acknowledgment</p>	<p>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 Greenhill Education Group Pty Ltd t/a RGIT Australia as set out in this Request and in your Direct Debit Request Service Agreement.</p>
<p>Insert your Signature and Address</p>	<p>Signature: _____ Date: _____</p> <p>(If signing for a company, sign and print full name and capacity for signing eg. director)</p> <p>Address: _____</p>
<p>Second Account Signatory (if Required)</p>	<p>Signature: _____ Date: _____ (If signing for a company, sign and print full name and capacity for signing eg. director)</p> <p>Address: _____</p>

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Direct Debit Service Agreement	
Definitions	<ul style="list-style-type: none"> • Account means the account held at <i>your financial institution</i> from which we are authorised to arrange for funds to be debited. • Agreement means this Direct Debit Request Service Agreement between <i>you</i> and <i>us</i>. • 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 <i>you</i> to <i>us</i> is due. <i>debit payment</i> means a particular transaction where a debit is made. • Direct debit request means the Direct Debit Request between <i>us</i> and <i>you</i> • Us or we means RGIT AUSTRALIA, (the Debit User) <i>you</i> have authorised by signing a <i>direct debit request</i>. • You means the customer(s) who signed the <i>direct debit request</i>. • Your financial institution is the financial institution where <i>you</i> hold the <i>account</i> that <i>you</i> have authorised <i>us</i> to arrange to debit.
1. Debiting your account	1.1 By signing a <i>direct debit request</i> , <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> .
	1.2 We will only arrange for funds to be debited from <i>your account</i> as authorised in the <i>direct debit request</i> . Or We will only arrange for funds to be debited from <i>your account</i> if we have sent to the email 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.
	1.3 If the <i>debit day</i> falls on a day that is not a <i>banking day</i> , we 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> .
2. Changes by us	2.1 We 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.

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<p>3. Changes by you</p>	<p>3.1 Subject to 3.2 and 3.3, you may change the arrangements under a <i>direct debit request</i> by contacting us at fee@rgit.edu.au</p> <p>3.2 If you wish to stop or defer a <i>debit payment</i> you must notify us in writing at least fourteen (14) days before the next <i>debit day</i>. This notice should be given to us in the first instance.</p> <p>3.3 You may also cancel your authority for us to debit your account at any time by giving us fourteen (14) days' notice in writing before the next <i>debit day</i>. This notice should be given to us in the first instance.</p>
<p>4. Your obligations</p>	<p>4.1 It is your responsibility to ensure that there are sufficient clear funds available in your account 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 your account to meet a <i>debit payment</i>:</p> <p>(a) you may be charged a fee and/or interest by your financial institution;</p> <p>(b) you may also incur fees or charges imposed or incurred by us; and</p> <p>(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.</p> <p>4.3 You should check your account statement to verify that the amounts debited from your account are correct</p> <p>4.4 If RGIT AUSTRALIA is liable to pay goods and services tax ("GST") on a supply made in connection with this agreement, then you agree to pay RGIT AUSTRALIA on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.</p>
<p>5 Dispute</p>	<p>5.1 If you believe that there has been an error in debiting your account, you should notify us directly at fee@rgit.edu.au so that we can resolve your query.</p> <p>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.</p> <p>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.</p> <p>5.4 Any queries you may have about an error made in debiting your account should be directed to us in the first instance so that we can attempt to resolve the matter between us and you. If we cannot resolve the matter you can still refer it to your financial institution which will obtain details from you of the disputed</p>

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	transaction and may lodge a claim on your behalf.
6. Accounts	<p>You should check:</p> <ul style="list-style-type: none">(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 <p>you have any queries about how to complete the direct debit request.</p>
7. Confidentiality	<p>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.</p> <p>7.2 We will only disclose information that we have about you:</p> <ul style="list-style-type: none">(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	<p>8.1 If you wish to notify us in writing about anything relating to this agreement, you should email to fee@rgit.edu.au</p> <p>8.2 We will notify you by sending an email to the email address you have given us in the direct debit request.</p> <p>8.3 Any notice will be deemed to have been received within 48 hours.</p>