



Instructions to amend a direct debit

1. Obtain and read the Direct Debit Request and Direct Debit Service Agreement.
2. Complete the Direct Debit Request ensuring that the account details are correct.
3. Sign the Direct Debit Request and forward to Accounts by 4:00pm on 12 January 2024.
If the bank account requires 2 (or more) signatories, then all signatories will need to sign this form.

The above forms are available on the College's website at carey.wa.edu.au/accounts/harrisdale/campus.

Q: Do I need to supply a new direct debit form for 2024?

A: No, We will continue to use the same bank account / credit card details and the same frequency when the direct debits resume in February 2024. If you want to make a change to either your account or frequency of payment, please follow the instructions above.

Q: How many payments need to be made?

A: The number of payments depends on your selected frequency. You may choose from the following options:

- Annually-1 payment
- Bi-Annually-2 payments
- Quarterly-4 payments
- Monthly-9 payments or
- Fortnightly -19 payments

Direct debits begin in February and continue through to October.

Q: When will the direct debits be made?

A: Direct debits will be made on the following dates:

Annually	7 February (Secondary Elective Charges debited on 18 April)			
Bi-Annually	6 February		6 August	
Quarterly	2 February	2 May	2 August	18 October
Monthly	19th or 28th of each month from February to October (or the next Business Day)			
Fortnightly	1 February	15 February	29 February	14 March
	28 March	11 April	25 April	9 May
	23 May	6 June	20 June	4 July
	18 July	1 August	15 August	29 August
	12 September	26 September	10 October	

Q: Does the College offer any discounts on tuition accounts?

A: Yes, for Annual direct debits processed successfully on the above date, a 3% discount on tuition fees will apply (as indicated on your Statement). For Bi-Annual direct debits processed successfully on the above dates, a 1.5% discount on **tuition** fees will apply (as indicated on your Statement).

Q: How do I choose which option for monthly direct debit?

A: The default will be the 19th of each month. If you wish to have your direct debits processed on the 28th, please email your request to accounts@carey.wa.edu.au and include your student's surname and address. A confirmation email will be sent once the change has been made.

Q: Do I need to specify an amount on the direct debit form?

A: No, all you need to do is select the frequency of your Direct Debit, complete your bank account OR credit card details and sign the form.

Q: If I receive an additional invoice from the College, is it included in the direct debit?

A: No, you must pay the invoice in seven (7) days as specified on the invoice.

Q: What accounts can be used for direct debit?

A: Not all accounts at all financial institutions can accept direct debits. Savings and cheque accounts are generally accepted. Please check with your financial institution. Credit card accounts (Visa and MasterCard only) are accepted however will incur an additional 0.8% merchant fee charge per transaction.

Q: What happens if there are insufficient funds in my account to clear the direct debit payment?

A: The College will charge \$10 per dishonour and pass on any fees it is charged by the College's bank. You may also be charged a dishonour fee by your financial institution. Returned direct debits must be paid within seven (7) days direct to Accounts.

Q: What happens if I change bank accounts or credit cards?

A: You will be required to complete a new direct debit form. This is available on the College website in the Current Parent Essentials section, under Accounts. Alternatively, you can contact Accounts and we will email or post to you for completion. We need to receive this form three (3) business days prior to the next direct debit.