

# DIRECT DEBIT - SCHEDULE

College of Electrical Training (CET) course fees will be debited from your accounts as specified on the dates below.

It is your responsibility to ensure sufficient funds are available to cover these instalments. Should your instalments be rejected, you will be contacted and the fees will be asked to be re-processed within 7 days or specified by the customer.

Please complete the following documents and return with your course registration form to CET.

## STUDENT DETAILS

Student number

Full name

Address

Telephone

## FEE DETAILS

Total amount of fees \$

Start Date: the 14<sup>th</sup> day of every month

Please select course and Installment periods

UEE40411 Certificate IV in Electrical Instrumentation	2 Months	5 Months <i>N/A PIT funding</i>	50% Deposit and 5 Months <i>N/A PIT funding</i>
UEE20111 Certificate II in Air-conditioning and Heat Pump Systems	2 Months		
Stand-alone Power Systems - Design and Installation	2 Months		
Licensing Examination Preparation Course	2 Months		
Design and Install Grid Connected Photovoltaic Systems	2 Months		
Signature of student		Date	

## IF YOU ARE UNDER 18 YEARS OF AGE BOTH YOU AND YOUR PARENT/ GUARDIAN MUST SIGN THIS AGREEMENT

Signature of parent/ guardian

Date

Head Office Only		Due Date
Invoice	Hold	Letter
Admin Fee	Database	Bank
Scheduled	Canceled	

# DIRECT DEBIT REQUEST

Request and Authority to debit the account named below to pay The Electrical and Communications Association of Western Australia Inc, trading as College of Electrical Training.

RTD: 2394

## SELECT CAMPUS

CET Joondalup

CET Jandakot

## REQUEST AND AUTHORITY TO DEBIT

Your surname

Your given names

"You" request and authorise **College of Electrical Training Joondalup Direct Debit User ID: 520781** to arrange, through its own financial institution, a debit to Your nominated account any amount **College of Electrical Training Joondalup**, has deemed payable by You.

This debit or charge will be made through the Bulk Electronic Clearing System (BECS) from Your nominated 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

Name(s) on account

BSB number (Must be 6 digits)

Account number

## ACKNOWLEDGMENT

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 **College of Electrical Training Joondalup** as set out in this Request and the attached Direct Debit Request Service Agreement.

## INSERT YOUR SIGNATURE AND ADDRESS

Signature

Address

Date

## SECOND ACCOUNT SIGNATORY (IF STUDENT IS UNDER 18)

Parent / Guardian Signature

Address

Date

# DIRECT DEBIT SERVICE AGREEMENT

This is Your Direct Debit Service Agreement with **The Electrical and Communications Association of Western Australia Inc, trading as College of Electrical Training, College of Electrical Training Joondalup Direct Debit User ID 520781, ABN: 24 450 502 757**. 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 authorisation.

## DEFINITIONS

**Account** means the account held at Your financial institution from which we are authorised 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 Australia.

**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 between us and You.

**Us or We** means **College of Electrical Training Joondalup**, (the Debit User) You have authorised by requesting a Direct Debit Request.

**You** means the customer who has signed or authorised 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 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.

1.2 We will only arrange for funds to be debited from Your Account as authorised in the Direct Debit Request.

or

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.

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

3.1 You may change\*, stop or defer a debit payment, or terminate this Agreement by providing Us with at least 14 days notification by writing to PO Box 782, Balcatta WA 6914 or by telephoning Us on (08) 6241 6100 during business hours; or arranging it through Your own Financial Institution, which is required to act promptly on Your instructions.

\*Note: in relation to the above reference to 'change', Your Financial Institution may 'change' Your debit payment only to the extent of advising Us of Your new account details.

## 4. 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.

4.2 If there are insufficient clear funds in Your Account to meet a Debit Payment:

(a) You may be charged a fee and/or interest by Your Financial Institution;

(b) You may also incur fees or charges imposed or incurred by Us; and

(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.

4.3 You should check Your account statement to verify that the amounts debited from Your account are correct.

## 5. DISPUTE

5.1 If You believe that there has been an error in debiting Your account, You should notify Us directly on (08) 6241 6100 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.

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.

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. ACCOUNTS

You should check:

(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 You have any queries about how to complete the Direct Debit Request.

## 7. 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.

7.2 We will only disclose information that we have about You:

(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

8.1 If You wish to notify Us in writing about anything relating to this Agreement, You should write to College of Electrical Training Joondalup at PO Box 782, Balcatta WA 6914.

8.2 We will notify You by sending a notice via ordinary post to the address You have given Us in the Direct Debit Request.

8.3 Any notice will be deemed to have been received on the third Banking Day after posting.