



## RECOMMENDED PAYMENT OPTION

Dear Parent/Carer;

Kuyper Christian School has actively promoted a new, innovative and rewarding option for payment of school fees. We are pleased that it is now the preferred method for those parents who have already elected to use our direct debit option.

This hassle-free payment method allows you to conveniently and automatically spread your school fee payments through the school year through your credit card, debit card or bank account.

The benefits to you include:

- ✓ **Save time** – your payments can be processed automatically when each instalment is due.
- ✓ **Ease the burden** – spread out your payments into easy weekly, fortnightly or monthly instalments.
- ✓ **Earn rewards** – earn credit card reward points on one of your largest expenses.
- ✓ **Easy** – you only need to complete one form to cover all payments right up to year 12.
- ✓ **Low transaction costs** – low credit card processing fees and no cost for bank account.
- ✓ **SMS payment confirmation** – be informed every time a payment is made.
- ✓ **Multiple payment options** – choose credit card, debit card or bank account:



To set up one of these payment methods, simply these steps:

1. Complete the attached form to nominate your payment method.
2. Return the form to the Kuyper Office, in person or via email.
3. Your payments will be processed in accordance with the form.

To change any details in the future, simply request another form.

If you have any questions, please contact the Office on 4573 2999 or [admin@kuyper.nsw.edu.au](mailto:admin@kuyper.nsw.edu.au)

Yours sincerely,

Alan McCartin  
**Bursar**

# Parent Set Up Form



## FAMILY DETAILS – Please fill in all details in CAPITALS

<b>Parent Full Name</b>			
<b>Family ID</b>	(Office use only)		
<b>Address</b>			
<b>Date of Birth</b>	□□/□□/□□□□		
<b>Mobile Phone</b> <small>For payment confirmations</small>		<b>Email</b>	

**Instalment Frequency** (please choose one of the following):

**Monthly Instalments:** 28<sup>th</sup> of each month (or the first business day after), commencing February

**Fortnightly Instalments:** Every second Friday

**Weekly Instalments:** Every Friday

**Voluntary Donation to Kuyper Christian School Building Fund**

Families are invited to make tax deductible donations to the Kuyper Christian School Building Fund to help meet the costs of maintaining and developing the School's campus and extensive buildings and facilities. Please indicate the amount you would like to donate each year. You can change this election at any time by notifying the School in writing. Your annual donation will be divided into 4 equal instalments and a receipt will be issued. Please choose one of the following:

**Suggested amount:** \$50.00 per month       **Other amount Monthly:** \$ \_\_\_\_\_

**One off Amount:** \$ \_\_\_\_\_ per annum       **I do not wish to contribute the Kuyper Christian School Building Fund**

**Voluntary Donation to Kuyper Christian School Library Fund**

Families are invited to contribute to the Kuyper Christian School Library Fund to help meet the costs of maintaining the library facilities. Please indicate the amount you elect to donate each year. You can change this election at any time by notifying the School in writing. Your annual donation will be divided into 4 equal instalments and a receipt will be issued. Please choose one of the following:

**Suggested amount:** \$50.00 per month       **Other amount Monthly:** \$ \_\_\_\_\_

**One off Amount:** \$ \_\_\_\_\_ per annum       **I do not wish to contribute the Kuyper Christian School Library Fund**

**Account Payment and Fees**

The balance due as indicated on your Fee Invoice will be Direct Debited as follows:

**Monthly** instalments will be debited on the 28<sup>th</sup> of each month (or the first business day after)

**Fortnightly** instalments will be debited every second Friday

**Weekly** instalments will be debited every Friday

Direct Debit from Visa/MasterCard will attract a fee of 1.1% of each payment amount. Diners Club will attract a fee of 2.4% of each payment amount. Direct Debit from your bank account will attract no fees. Processing fees will be added to the balance of the amount being paid. All processing fees include GST.

## CARD or BANK ACCOUNT DETAILS

<b>Credit/Debit Card</b>	Card Number: □□□□ □□□□□□□□□□□□□□□□
	Expiry Date: □□/□□      Name on Card: .....
<b>Bank Account</b>	BSB: _____      Account Number: _____
	Account Holder Name/s: _____

## ACCOUNT HOLDER DECLARATION & SIGNATURE

I/we hereby register with School EasyPay ("SEP") and authorise the School ("School") and SEP to process payments from the bank account or card nominated above in accordance with the Statements provided by the School, this Parent Set Up form (PSF) and the School EasyPay Terms & Conditions (SEPTC) which are available from the School, on [www.schooleasypay.com.au](http://www.schooleasypay.com.au) or by emailing [info@schooleasypay.com.au](mailto: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 School, authorising the School to initiate the direct debit of School 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 School or by SEP. I understand and agree that all payment related queries or disputes should be resolved with the School. I/we hereby request that moneys due in terms of the repayment arrangements covered by this document be drawn by Zenith Payments Pty Ltd t/a School EasyPay (User ID: 428563) 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 Zenith Payments Pty Ltd t/a School EasyPay. Transactions will appear on my/our bank or card statement as "SCHOOL EASYPAY AUSTRALIA ROZELLE"

<b>Account Holder Signature/s</b>	<i>X</i>	<b>Date</b>	□□/□□/□□□□
	<i>X</i>		

## DIRECT DEBIT REQUEST SERVICE AGREEMENT

This is your Direct Debit Service Agreement with School EasyPay (User ID: 428563), part of Zenith Payments Pty Ltd ABN 71 083 359 684. 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.

<b>Definitions</b>	<p><b>account</b> means the account held at <i>your financial institution</i> from which we are authorised to arrange for funds to be debited.</p> <p><b>agreement</b> means this Direct Debit Request Service Agreement between <i>you</i> and <i>us</i>.</p> <p><b>banking day</b> means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.</p> <p><b>School</b> means Kuyper Christian School.</p> <p><b>debit day</b> means the day that payment by <i>you</i> to <i>us</i> is due.</p> <p><b>debit payment</b> means a particular transaction where a debit is made.</p> <p><b>direct debit request</b> means the Direct Debit Request between <i>us</i> and <i>you</i>.</p> <p><b>us</b> or <b>we</b> means School EasyPay, (the Debit User) <i>you</i> have authorised by requesting a <i>Direct Debit Request</i>.</p> <p><b>you</b> means the customer who has signed or authorised by other means the <i>Direct Debit Request</i>.</p> <p><b>your financial institution</b> means the financial institution nominated by <i>you</i> on the DDR at which the <i>account</i> is maintained.</p>
<b>1. Debiting your account</b>	<p>1.1 By signing a <i>Direct Debit Request</i> or by providing <i>us</i> with a valid instruction, <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>.</p> <p>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 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.</p> <p>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>.</p>
<b>2. Amendments by us</b>	<p>2.1 We may vary any details of this agreement or a Direct Debit Request at any time by giving <i>you</i> at least fourteen (14) days written notice.</p>
<b>3. Amendments by you</b>	<p>3.1 <i>You</i> may change, stop or defer a debit payment or terminate this agreement by providing your school or <i>us</i> with at least three (3) days notification in writing to: School EasyPay, PO Box 177, Balmain, NSW 2041 or by telephoning <i>us</i> on 02 9556 7590 during business hours; or arranging it through your own financial institution, which is required to act promptly on your instructions.</p>
<b>4. Your obligations</b>	<p>4.1 It is <i>your</i> responsibility to ensure that there are sufficient clear funds available in <i>your account</i> 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 <i>your account</i> to meet a <i>debit payment</i>:</p> <ul style="list-style-type: none"> <li>(a) <i>you</i> may be charged a fee and/or interest by <i>your financial institution</i>;</li> <li>(b) <i>you</i> may also incur fees or charges imposed or incurred by <i>us</i>; and</li> <li>(c) <i>you</i> must arrange for the <i>debit payment</i> to be made by another method or arrange for sufficient clear funds to be in <i>your account</i> by an agreed time so that we can process the <i>debit payment</i>.</li> </ul> <p>4.3 <i>You</i> should check <i>your account</i> statement to verify that the amounts debited from <i>your account</i> are correct</p>
<b>5. Dispute</b>	<p>5.1 If <i>you</i> believe that there has been an error in debiting <i>your account</i>, <i>you</i> should notify <i>us</i> directly on 02 9556 7590 and confirm that notice in writing with <i>us</i> as soon as possible so that we can resolve your query more quickly. Alternatively <i>you</i> can take it up directly with your financial institution.</p> <p>5.2 If we conclude as a result of our investigations that <i>your account</i> has been incorrectly debited we will respond to <i>your</i> query by arranging for <i>your financial institution</i> to adjust <i>your</i> account (including interest and charges) accordingly. We will also notify <i>you</i> in writing of the amount by which <i>your account</i> has been adjusted.</p> <p>5.3 If we conclude as a result of our investigations that <i>your account</i> has not been incorrectly debited we will respond to <i>your</i> query by providing <i>you</i> with reasons and any evidence for this finding in writing.</p>
<b>6. Dispute</b>	<p><i>You</i> should check:</p> <ul style="list-style-type: none"> <li>(a) with <i>your financial institution</i> whether direct debiting is available from <i>your account</i> as direct debiting is not available on all accounts offered by financial institutions.</li> <li>(b) <i>your account</i> details which <i>you</i> have provided to <i>us</i> are correct by checking them against a recent <i>account</i> statement; and</li> <li>(c) with <i>your financial institution</i> before completing the <i>Direct Debit Request</i> if <i>you</i> have any queries about how to complete the <i>Direct Debit Request</i>.</li> </ul>
<b>7. Confidentiality</b>	<p>7.1 We will keep any information (including <i>your account</i> details) in <i>your Direct Debit Request</i> confidential. We will make reasonable efforts to keep any such information that we have about <i>you</i> secure and to ensure that any of <i>our</i> employees or agents who have access to information about <i>you</i> 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 <i>you</i>:</p> <ul style="list-style-type: none"> <li>(a) to the extent specifically required by law; or</li> <li>(b) for the purposes of this <i>agreement</i> (including disclosing information in connection with any query or claim).</li> </ul>
<b>8. Notice</b>	<p>8.1 If <i>you</i> wish to notify <i>us</i> in writing about anything relating to this <i>agreement</i>, <i>you</i> should write to: School EasyPay, PO Box 177, Balmain NSW 2041</p> <p>8.2 We will notify <i>you</i> by sending a notice in the ordinary post to the address <i>you</i> have given <i>us</i> in the <i>Direct Debit Request</i>.</p> <p>8.3 Any notice will be deemed to have been received on the third <i>banking day</i> after posting.</p>

## SUBMIT FORM

Scan & email: [finance@kuyper.nsw.edu.au](mailto:finance@kuyper.nsw.edu.au)

Mail or in person: The Bursar, Kuyper Christian School, 294 Redbank Road, Kurrajong NSW 2758