

Application for part payment

| | | |
|--|---|-----------------|
| Client details | | |
| Given Name: | Family Name: | |
| Company name (if applicable): | | |
| Please provide personal postal details | | |
| Postal address: | | |
| Suburb: | Post code: | |
| Best contact number: | | |
| Email: | | |
| Qualification enrolled in: | | |
| Group number (if applicable): | | |
| Part payment schedule | | |
| Description: (tuition and materials fees only; tools must be paid in advance) | Amount | Date due |
| Administration fee | | |
| First payment | | |
| Second payment | | |
| Third payment | | |
| Fourth payment | | |
| Total | \$ | |
| Payment Option 1 – Credit card | | |
| Card Number | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | |
| Name on Card | <input type="text"/> | |
| Expiry Date | <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> Cardholder Signature: <input type="text"/> | |
| Student Agreement for credit card payment | | |
| <p>By signing this I acknowledge that I am liable for the remainder of the course fees as per the above arrangement. I authorise Master Plumbers to make a debit to my credit card account on the date and for the amount shown.</p> <p>Student Signature: <input style="width: 400px;" type="text"/> Date: <input style="width: 100px;" type="text"/></p> | | |

Cont. over

Payment Option 2 – Direct Debit form Bank Account

The above payments are to be made by Direct Debit to the bank account specified in the attached Direct Debit Request

Student Agreement for EFT payment

By signing this I acknowledge that I am liable for the remainder of the course fees as per the above arrangement. I authorise Master Plumbers to make a debit to my bank account on the date and for the amount shown.

Student Signature:

Date:

PARENT/GUARDIAN AGREEMENT AND CONSENT

(Not required if the student is aged 18 years or over)

By signing this form, I agree to accept responsibility for the payment of course fees for my child as outlined in the 'Part Payment Schedule' above.

Parent/Guardian Signature:

Date:

Administration use only

| | | |
|-------------------------------|------------------------------|-----------------------------|
| Part payment request approved | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Authorised by: | Name: | Date: |
| Notified of outcome by | Name: | Date: |
| | Signature: | |

Direct Debit Request – Bank Account

**Request and Authority to debit the account named below to pay
Master Plumbers' and Mechanical Services Association of Australia**

| | |
|--|---|
| Request and Authority to debit | <p>Surname or company name</p> <p>Given names or ACN/ARBN ("you")</p> <p>request and authorise Master Plumbers' and Mechanical Services Association of Australia Debit User ID 246737 to arrange for any amount Master Plumbers' and Mechanical Services Association of Australia may debit or charge you to be debited through the Bulk Electronic Clearing System from an account held at the financial institution identified below subject to the terms and conditions of the Direct Debit Request Service Agreement (and any further instructions provided below).</p> |
| Insert the name and address of financial institution at which account is held | <p>Financial institution name</p> <p>Address</p> |
| Insert details of account to be debited | <p>BSB Number <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Account number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> |
| Acknowledgment | <p>By signing this Direct Debit Request you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and Master Plumbers' and Mechanical Services Association of Australia as set out in this Request and in your Direct Debit Request Service Agreement.</p> |
| Insert frequency of debits | <p>Payments will be deducted in accordance with the Part Payment Schedule</p> |
| Insert your signature and address | <p>Signature</p> <p>(if signing for a company, sign and print full name and capacity for signing e.g. Director)</p> <p>Address</p> <p>Date</p> |

Application for part payment form

Direct Debit Request Service Agreement

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*.

business 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* (and includes any Form PD-C approved for use in the *transitional period*).

transitional period means the period commencing on the industry implementation date for Direct Debit Requests (currently 31 March 2000) and concluding 12 calendar months from that date.

us or *we* means *Master Plumbers' and Mechanical Services Association of Australia* you have authorised by signing a *direct debit request*.

you means the customer who signed the *direct debit request*.

your financial institution is the financial institution where *you* hold the *account* that *you* have authorised *us* to arrange to debit.

1. Debiting your account

- 1.1 By signing a *direct debit request*, *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
- 1.3 If the debit day falls on a day that is not a business day, we may direct your financial institution to debit your account on the following business day. If you are unsure about which day your account has or will be debited you should ask your financial institution

2. Changes by us

- 2.1 We may vary details of this *agreement* or a *direct debit request* at any time by giving *you* at least fourteen (14) days' written notice.

3. Changes by you

- 3.1 Subject to 3.2 and 3.3, *you* may change the arrangements under a *direct debit request* by contracting us on (03) 9329 9622
- 3.2 If *you* wish to stop or defer a *debit payment* *you* must notify *us* in writing at least fourteen (14) days before the next *debit day*. This notice should be given to *us* in the first instance.
- 3.3 *You* may cancel *your* authority for *us* to debit *your* account at any time by giving *us* fourteen (14) days before the next *debit day*. This notice should be given to *us* in the first instance.

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 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
 - 4.4 If National Australia Bank Limited A.C.N. 004 044 937 ("National") is liable to pay goods and services tax ("GST") on a supply made by the National in connection with this *agreement*, then *you* agree to pay the National on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.
- 5.1 If *you* believe that there has been an error in debiting *your* account, *you* should notify *us* directly on (03) 9329 9622 and confirm that notice in writing with *us* as soon as possible so that *we* can resolve *your* query more quickly.
 - 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.
 - 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 transaction and may lodge a claim on *your* behalf.

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 PO Box 214 Brunswick Vic 3056
- 8.2 *We* will notify *you* by sending a notice in the 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 two *business days* after it is posted.