

DIRECT DEBIT REQUEST (DDR) FORM 2023



Dear Parent,

Prince of Peace Lutheran College offers families the option of paying tuition fees and charges by regular instalments over the course of the school year. All direct debit plans are organised to include a regular schedule that will result in all tuition fees and charges being paid by the last day of the school year (Friday, 1/12/2023).

At the commencement of each year families can complete this Direct Debit Request (DDR) form advising the start date and payment frequency they would prefer. This agreement will remain in place until written notification is received to amend or cancel.

Completed DDR forms must be printed, signed and returned to the school either in person at either campus reception or via email to the College Business Office (fees@princeofpeace.qld.edu.au).

For terms and conditions, please refer to the Prince of Peace Lutheran College website <https://www.princeofpeace.qld.edu.au/> to view Customer Direct Debit Request (DDR) Service Agreement.

If you have any queries regarding this process, please do not hesitate to contact us for assistance.

Please see next page for Direct Debit Request Form.



Junior Campus
Kindy – Year 6
20 Rogers Parade West
Everton Park QLD 4053
P +61 7 3872 5700

Senior Campus
Year 7 – Year 12
25 Henderson Road
Everton Hills QLD 4053
P +61 7 3872 5600

DIRECT DEBIT REQUEST (DDR) FORM 2023



Parent Name/s: _____
Parent Account Number (from statement): _____
Parent Account Holder/s email address: _____
Student Name/s: _____

Action (please tick):

- New request Alteration to existing request Cancellation of request

Method of Payment (please select either option 1 or 2 and provide details as required):

<i>OPTION 1- Bank Account Details</i>	<i>OPTION 2- Card Details</i>
Account Name:	Cardholder/s Name/s:
Bank:	Card Number:
BSB Number:	Expiry Date:
Account Number:	CCV:
Account Holder/s Signature/s:	Account Holder/s Signature/s:

Deductions are to be made as follows (please confirm your choice by ticking the relevant boxes and noting the payment start date).

- Weekly payment plan (44) *Start Date (prior to 3/2/23):* _____
 Fortnightly payment plan (23) *Start Date (prior to 3/2/23):* _____
 Monthly payment plan (10) *Start Date: (prior to 28/2/23):* _____

Declaration

I hereby authorise Prince of Peace Lutheran College to arrange payment of tuition fees and charges from the date of commencement noted on this form via the method of payment above.

I understand that all tuition fees and charges are to be paid in full by the end of the school year (Friday 1/12/2023) and that a \$20.00 administrative fee may be applied to my account for any failed payments.

Signature of Parent/s: _____

Date of Signature: _____

<i>Office use only</i> Entered by: _____ Date: _____
