

# 2018 Reactivation Fee Payment Form

## Family Information (Student Membership Fees are payable until a family notifies in writing that they are withdrawn.)

Customer Code			
Father's Surname		Mother's Surname	
Father's Christian Name		Mother's Christian Name	
PO Box and / or Street			
Town		State	Postcode
Home	Work	Mobile	Fax
Email			

## Diagnostic Fees

Diagnostic Tests \$50 x per student (number of students x \$50) Online diagnostics provided unless paper based requested.	\$ _____
Freight - if paper based diagnostics. (international freight will incur a higher cost)	\$ 15
Sub Total:	\$ _____

Diagnostic Fees to be paid in full

<input type="checkbox"/> Please find enclosed my cheque/money order for \$ _____ payable to Christian Education Ministries Ltd.
<input type="checkbox"/> Please debit my Visa/Mastercard/Debit Card with \$ _____. (Complete Card details below)

## Annual Student Membership

No Selection

Basic

Advanced

## Pro-Rate Fees

First child	Total for 1 child:	<input type="checkbox"/>	<input type="checkbox"/> \$490	<input type="checkbox"/> \$790	Start Date / /
Second child	Total for 2 children:	<input type="checkbox"/>	<input type="checkbox"/> \$805	<input type="checkbox"/> \$1310	\$ _____
Third child	Total for 3 children:	<input type="checkbox"/>	<input type="checkbox"/> \$1120	<input type="checkbox"/> \$1830	\$ _____
Fourth child	Total for 4 children:	<input type="checkbox"/>	<input type="checkbox"/> \$1435	<input type="checkbox"/> \$2350	\$ _____
Fifth or more	Total for 5+ children:	<input type="checkbox"/>	<input type="checkbox"/> \$1750	<input type="checkbox"/> \$2870	\$ _____
(if you have more than 5 students please contact ACHS accounts staff)		Total:	\$ _____	\$ _____	\$ _____

Mid year enrolments are Pro-Rata. Please contact Accounts Department for exact amounts on (02) 4363 6102.

## Payment Plans

Student Membership Fees are payable until a family notifies ACHS in writing that they are withdrawing. Please choose your payment method below:

<b>OPTION 1 <input type="checkbox"/> Full Payment</b>	<input type="checkbox"/> Enclosed is a cheque/money order payable to Christian Education Ministries Ltd. <input type="checkbox"/> Please debit my Visa/Mastercard as per details below. <input type="checkbox"/> Please debit my Bank Account as per Direct Debit Request below.
<b>OPTION 2 <input type="checkbox"/> 10 Monthly Instalments (a schedule will be sent to you)</b>	<input type="checkbox"/> Please debit my Visa/Mastercard as per details below. <input type="checkbox"/> Please debit my Bank Account as per Direct Debit Request below.

## Visa/Mastercard Details

Card Type <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa	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"/>
Card Expiry Date / /	Name on Card (please print)
Card Holder Signature	Date / /

Direct Debit Request (Bank Account Details)

I / we request and authorise Christian Education Ministries Ltd (CEM Ltd) [Debit User ID 415163] to arrange, through its own financial institution, a debit to our nominated account any amount CEM Ltd deems payable for fees. This debit or charge will be made through the Bulk Electronic Clearing System (BECS) from our account held at the financial institution we have nominated below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.

Bank Name	By signing and/or providing CEM Ltd with a valid instruction in respect to our Direct Debit Request, we understand and agree to the terms and conditions governing the debit arrangements between us and Christian Education Ministries Ltd as set out in this Request and in the Direct Debit Request Service Agreement.
Bank Address	
Account Name	
BSB number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
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"/> <input type="text"/>	

Please sign below and return this form to: **Accounts ACHS, PO Box 3101, Caboolture QLD 4510**  
**Email [accounts@cem.org.au](mailto:accounts@cem.org.au)**

I, Parent/Carer, agree to to the Direct Debit Request Service Agreement on page 3.

✕ Print Name	Signature	Date      /      /
✕ Print Name	Signature	Date      /      /

# 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.

us or we means CEM Ltd (User ID 415163), the Debit User 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.

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 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 any 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 contacting us on Accounts Ph: 02 4363 6102 or by contacting your financial institution.

3.2 If you wish to stop or defer a debit payment you must notify us in writing at least thirty (30) days before the next debit day. This notice should be given to us in the first instance.

3.3 You may also cancel your authority for us to debit your account at any time by giving us thirty (30) days notice in writing 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 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

4.4 If CEM Ltd is liable to pay goods and services tax ("GST") on a supply made in connection with this agreement, then you agree to pay CEM Ltd on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.

## 5. Dispute

5.1 If you believe that there has been an error in debiting your account, you should notify us directly on Accounts Ph: 02 4363 6102 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 Accounts ACHS, PO Box 3101, Caboolture QLD 4510.

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.