

DIRECT DEBIT REQUEST – O-WEEK

I/We request Campus Living Flemington Road Pty Ltd (trading as RMIT Village) to debit or transfer funds from my/our nominated account at the financial institution identified below once only. The amounts are as agreed to in writing by the Tenant in the Residential Tenancy Agreement. This is subject to the terms and conditions on the last page. This request is valid until cancelled, superseded or no longer required to meet my/our obligations to RMIT Village.

Please complete either section below to purchase your RMIT Village O-Week ticket. The value of this ticket is **\$70.00 AUD**, if purchased prior to Wednesday, 15th February, 2012. Upon completing this form please return to joel.mclean@clv.com.au or alternatively fax to +61 3 8330 2001. If you have any questions regarding the O-Week program please contact the aforementioned email address.

OPTION 1: Credit Card A 1.7% credit card fee applies, payable by you, if you choose this option. Please note if this option is chosen and the payment is declined by the financial institution, a dishonour fee will apply and be payable by the Resident to RMIT Village.

Cardholder	
Signature	
Card Type	<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard
Card No.	<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"/>
Expiry Date	

OR OPTION 2: Bank Account → Australian bank accounts only
Please note if this option is chosen and the payment is declined by the financial institution, a dishonour fee will apply and be payable by the Resident to RMIT Village.

Account Holder	
Signature	
Bank / Branch	
BSB No.	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>
Account No.	<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"/>

Resident Name	
Signature	

Direct Debit Request (PLEASE SIGN BELOW)
Terms & ConditionsDefinitions

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 agreement between you and us. *Business Day* means a day other than a Saturday or Sunday or a public holiday listed in Victoria. *Debit Day* means the day that particular payment by you to us is due. *Us* or *we* means Campus Living Flemington Road Pty Ltd T/A RMIT Village. *You* means the customer who signed the direct debit request. *Your financial institution* is the financial institution or credit card type where you hold the account that you have authorised us to arrange to debit. *In Writing* includes notification by e-mail.

1. Debiting Your Account
 - i. A 1.7% credit card fee is payable by the tenant if this option is chosen.
 - ii. By signing a direct debit request you have authorised us to arrange for funds to be debited from your account.
 - iii. We will only arrange for funds to be debited from your account as authorised in the direct debit request.
 - iv. If the debit day falls on a day other than a business day we may direct your financial institution to debit your account on the following business day.
2. Changes By Us
 - i. We may vary any details of this agreement at any time by giving you at least seven (7) days written notice.
3. Changes By You
 - i. If you wish to stop or defer a debit payment you must notify us in writing at least two (2) business days before the next debit day but as this would put you in breach of your residential agreement you must agree with us an alternative means of payment.
 - ii. You may cancel this authority by giving us at least 10 business days notice in writing but as above an acceptable alternative payment method must be offered and agreed to by us.
4. Your Obligations
 - i. It is your responsibility to ensure that there are sufficient cleared funds in your account to allow a debit payment to be made in accordance with the direct debit request.
 - ii. If there are insufficient cleared funds you may be charged an Administration Fee of \$20.00 and or interest by your financial institution or us or both. You must also arrange to make payment by alternative means or for sufficient cleared funds to be available to reprocess the debit payment at the earliest opportunity. A declined or returned debit will be recorded on your account.
 - iii. You should check with your account statement to verify that the amounts debited from your account are correct.
5. Dispute
 - i. If you believe that there has been an error in debiting your account, you should notify us directly on (03) 8330 2000 and confirm this in writing.
 - ii. If we conclude that your account has been incorrectly debited we will arrange for this to be reversed or corrected as appropriate (including interest and charges where applicable).
 - iii. Whether or not an error has been made you will receive an explanation in writing.
 - iv. Any queries should be directed to us in the first instance and failing successful resolution you can still refer it to your financial institution which will details from you of the disputed transaction and may lodge a claim on your behalf.
6. Accounts
 - i. You should check with your financial institution if direct debiting or charging is available from your account (as this is not available on all accounts). You should also check that the details with which you provide us are correct by checking them against a recent account statement.
7. Confidentiality
 - i. We will keep confidential any information (including your account details) in your direct debit request. We will make reasonable efforts to keep secure any such information 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.
 - ii. We will only disclose information that we have about you to the extent required by law and only for the purposes of this agreement.

Name (please print clearly)**Signature****Date**