



Direct Debit Authorisation

OSHC Service	
Child/ Children's Name	

I request and authorise YMCA of Sydney [User ID 410226] trading as YMCA NSW to arrange, through its own financial institution, for any amounts properly payable by me to be debited or charged through the bulk electronic clearing system (BECS) from an account held at the financial institution identified below and paid to YMCA NSW, subject to the Terms and Conditions of the Direct Debit Agreement. I hereby authorise a fortnightly debit of the nominated account with the identified amount.

SECTION A: Authorised Person Details			
First Name		Surname	
Home Address			
Suburb			
State		Post Code	
Mobile No.			
Email			

SECTION B: Payment Method (please select one method only)			
Credit or Debit Card			
Card Type	Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> (We do not accept American Express)		
Name on Card			
Card Number			
Expiry Date		CVC	<small>CVC: 3 digit number on the back of Credit Card</small>
Bank Account			
Financial Institution			
Name on Account			
BSB (6 Digits)		Account No.	

SECTION C: Authority			
I understand the enrolment(s) will continue as specified in this agreement until I give YMCA NSW relevant written notice, two (2) weeks in advance, as outlined in the Terms and Conditions of the intent to cancel enrolment and the direct debit agreement. I have read and understood the Terms and Conditions. I understand that these Terms and Conditions apply to this contract.			
Account or Card Signatory		Second Account Signatory (if required)	
Full Name		Full Name	
Signature		Signature	
Date		Date	



Direct Debit Authorisation - Terms and Conditions

The following Terms and Conditions apply to this application and your acceptance for enrolment in the YMCA NSW Outside School Hours Care (OSHC). The Terms and Conditions will apply until further notice. Any changes to the Terms and Conditions will be on the YMCA NSW website. This is an important document and should be read carefully before you agree to the following Terms and Conditions. By agreeing to the Terms and Conditions outlined in this document you acknowledge that you have read and understood the YMCA NSW Direct Debit Agreement Terms and Conditions.

Privacy Policy

YMCA NSW ("We") is committed to the responsible collection, handling, storage, disclosure and destruction of personal information, as specified in the Privacy Act 1988 (Cth) (Privacy Act). We respect the privacy of our clients, staff, partners and the wider community. We commit that:

- any personal information collected is professionally managed in accordance with the Privacy Act, the Australian Privacy Principles (APPs) and all relevant state legislations
- all staff use appropriate processes and procedures in their day-to-day duties to protect the privacy of individuals
- a data breach is managed according to the Privacy Amendment (Notifiable Data Breaches) Act 2017 (Cth).

This policy clearly outlines the requirements for YMCA NSW to fulfil our commitment to privacy and confidentiality. YMCA NSW will ensure full compliance to the Australian Privacy Principles, as detailed in section 14 of the Privacy Act.

This policy may be accessed by any person who has dealings with YMCA NSW, including clients, staff, partners and the wider community through YMCA NSW's website.

Collection of Information

We collect personal information of our staff and clients, including participants in our programs, parents and visitors to our facilities. When we receive personal information about you, we will handle it in accordance with the Privacy Act and the APPs. We only collect personal information if it is reasonably necessary for one or more of our functions or activities.

We will give you the option of remaining anonymous or using a pseudonym in your dealings with us, provided that it is lawful or practical to do so.

Payment of Fees and Direct Debit

All new bookings/enrolments are made by Direct Debit only. Direct debit can be made from a bank account or credit card, and will occur fortnightly. Payments are made two (2) weeks in advance, in line with the YMCA NSW Direct Debit billing cycle. If a scheduled payment day falls on a public holiday, we will debit your account on the next business day. Depending on your bank, payments may take up to five (5) business days to be processed. Upon completing the Direct Debit Agreement Form the authorised person is agreeing to pay the agreed

fees at the agreed payment frequency until the service is formally cancelled.

We may increase the fees associated with the activities offered at the OSHC Centre. We will make every reasonable effort to notify parents about any fee increase. Completion of the Direct Debit Agreement Form authorises YMCA NSW to increase any debited amount from the nominal account or credit card.

All information relating to the authorised person's financial institutions remains confidential, except where required for the purposes of conducting Direct Debit with the financial institution, or in connection with claims made to YMCA NSW regarding an alleged incorrect debit.

The authorised person is responsible for:

- I. Ensuring the nominal account is set up to accept Direct Debit. Please check with the financial institution where the account is held.
- II. Ensuring there is enough money in the nominated account on the Direct Debit due date and up to five (5) business days following.

If the nominal account does not allow a payment e.g. when the account has insufficient funds or you are over your credit limit, we will require you to pay the fee by EFTPOS or credit card. Charges may apply for rejected payments.

Cancellation of Direct Debit Agreement

All enrolments are perpetual (ongoing) and the direct debit payments will continue until written notice of cancellation is submitted by the authorised person. Two (2) weeks' notice is required to cease an enrolment and the direct debit agreement. Cancellation Form must be completed and submitted to the Child Care Team.

Change of Details

We will use your email as the primary channel of communication. It is the authorised person's responsibility to notify the YMCA NSW Child Care Team of any changes to your agreement including contact details, bank accounts or credit card details.