



## POLICY DOCUMENT

*By way of affiliation, Knox Gymnastics is required to accept, comply and adhere with the policies of Gymnastics Australia and Gymnastics Victoria*

### DIRECT DEBIT OF CLASS FEES

Approval Date	Next Review	Author/Modifier
1/12/2022	December 2023	Jo Salter – Account Manager

#### Policy Purpose and Scope

To outline the procedure of direct debit of class fee. Applicable to all term-based class members (excluding Adult Gymnastics & Casual Play Day members / program).

The procedure Knox Gymnastics Club will be as follows;

**Knox Gymnastics Club bill our class fees by monthly direct debit. The debit is run the 1<sup>st</sup> Wednesday of each month. The debit can be via bank account or debit/credit card.**

I/We authorise and request Payrix Australia Pty Ltd ABN 63 135 196 397 (User ID 19462) ("Payrix") to debit payments from my/our account as specified below, at intervals and amounts as directed by Knox Gymnastics Club Inc. ("The Business") as per the Terms and Conditions of my agreement with The Business and in accordance with this Direct Debit Request and the Payrix DDR Service Agreement. Please note: If paying by credit card, IPY\*KnoxGymnastics will appear on financial statements to indicate payment to Knox Gymnastics.

4 Mossfield Avenue, FERNTREE GULLY, VIC, 3156 | P (03) 9758 1089 | **Emergency** (03) 9753 6835

E [info@knoxgymnastics.org.au](mailto:info@knoxgymnastics.org.au) | W [www.knoxgymnastics.org.au](http://www.knoxgymnastics.org.au)

ABN: 64043843155 | Incorporated Registration: **A0002292K**





## Fees

Failed Payment Fee: \$5.50 for Bank debits (added to next payment)

Amex: Up to 5.50% Calculated on the total transaction amount charged minimum transaction fee of up to \$2.20 may apply

**\*\* In the event of a failed payment the Knox Gymnastics administration team will contact you to arrange payment. Failure to finalise your outstanding payment may affect your class enrolment and Knox Gymnastics have the right to refuse your child/s entry into our programs.**

## Direct Debit Request (DDR) Service Agreement

This Agreement is designed to explain what your obligations are when undertaking a Direct Debit arrangement with Payrix and the Business. It also details what our obligations are to you as your Direct Debit Provider. We recommend you keep this agreement in a safe place for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR form.

I/We hereby authorise Payrix Pty Ltd (ABN: 63 135 196 397) Direct Debit User ID 19462 to make periodic debits on behalf of the Business, as indicated on the front of this Direct Debit Request (herein referred to as the Business).

I/We acknowledge that Payrix is acting as a Direct Debit Agent for the Business and that Payrix does not provide any goods or services and has no express or implied liability in regards to the goods and services provided by the Business or the terms and conditions of any agreement with the Business.

I/We acknowledge that Payrix and the Business will keep any information (including account details) contained in the Direct Debit Request confidential. Payrix and the Business 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.

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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).

I/We acknowledge that the debit amount will be debited from my/our account according to the Direct Debit Request, this Agreement and the terms and conditions of the agreement with the Business.

I/We acknowledge that bank account details have been verified against a recent bank statement to ensure accuracy of the details provided. If uncertain, you should contact your financial institution.

I/We acknowledge that it is my/our responsibility to ensure that there is sufficient cleared funds in the nominated account by the due date to enable the Direct Debit to be honoured on the debit date. Direct Debits normally occur overnight, however transactions can take up to three (3) business days depending on the financial institution. I/We acknowledge and agree that sufficient funds will remain in the nominated account until the Direct Debit amount has been debited from the account and that if there are insufficient funds available, I/We agree that Payrix will not be held responsible for any fees and charges that may be charged by my/our financial institution.

I/We acknowledge that there may be a delay in processing if:

- 1) There is a public or bank holiday on the day, or any day after the debit date
- 2) A payment request is received by Payrix on a day that is not a Banking Business Day
- 3) A Payment request is received after normal operational hours, being 4pm Monday to Friday.

Any payments that fall due on any of the above will be processed on the next business day.

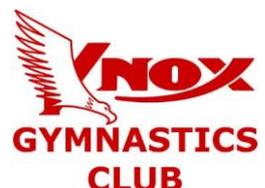
I/We authorise the Business to vary the amount of the payments from time to time as provided for within the Business agreement. I/We authorise Payrix to vary the amount of the payments upon instructions from the Business. I/We do not require Payrix to notify me/us of such variations to the debit amount.

I/We acknowledge that the total amount billed will be for the specified period for this and/or subsequent agreements and/or amendments.

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I/We acknowledge that the Business is to provide 14 days' notice if proposing to vary the terms of the debit arrangements.

I/We acknowledge that variations to the debit arrangement will be directed to the Business.

I/We acknowledge that any request to stop or cancel the debit arrangement will be directed to the Business.

I/We acknowledge that any disputed debit payments will be directed to the Business. If no resolution is forthcoming, you are advised to contact your financial institution.

I/We acknowledge that if a debit is returned by my/our financial institution as unpaid, I/We will be responsible for any fees and charges for each unsuccessful debit in addition to any financial institution charges and collection fees, including and not limited to any solicitor fees and collection agent fees appointed by Payrix

I/We authorise Payrix to attempt to re-process any unsuccessful payments as advised by the Business.

I/We acknowledge that if specified by the Business, setup, variation, dishonour, SMS or processing fees may apply.

I/We authorise:

- 1) Payrix (Debit User ID 19462) to verify details of my/our account with my/our financial institution
- 2) My/Our Financial Institution to release information allowing Payrix to verify my/our account details.

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