



PAY YOUR ACCOMMODATION BILLS THE EASY WAY

CONNECT: UOW ACCOMMODATION DIRECT DEBIT

You can use this form to assist in completing the Direct Debit Request Form. It will only take a few minutes and will save you time each month. Debit debit is a convenient way of paying your accommodation bills.

You authorise UOW to debit money from your bank account in line with your payment instructions. You can ask UOW to debit the whole amount on the due date or you can ask for a regular amount to be debited each week, fortnight or month.

You will receive a Direct Debit Request Service Agreement. It is important that you read through and understand the agreement that you are entering into with UOW.

In relation to the Direct Debit Request Form itself, Section 1 is self explanatory. Here we ask you for some personal information to help us set up the direct debit.

We'll use this information strictly in accordance with our privacy policy which can be found at uow.edu.au. Completion of Section 2 is explained overleaf. Section 3 is required to be signed by the main account holder. It is essential that the main account holder read and understand the statement they are signing. When completed, the form can be returned to the office at your Residence or to Student Central.

It is important that any direct debit agreements that you enter into, pay your accommodation account in full by the due date. If this is not the case, then it's essential that you meet with your Student Residence Manager to discuss an Alternate Payment Plan.

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Section 2 - Details of the account to be debited:

Please debit the following account:

Account Name(s): _____

Bank Name: _____

BSB Number: -

Account Number:

I consent to:

A single one off payment of \$ _____ on / /

The following recurring payments of \$ _____

A Weekly - Every Week(s) on Monday, Tuesday, Wednesday, Thursday, Friday OR **B**

C Monthly - Day of every months OR **D**

E The first
Second
Third
Fourth
Last

Monday
Tuesday
Wednesday
Thursday
Friday

of every month.

Range of Payments

F Start / /

- End after payments
 - End by / /
 - End when debt is fully paid
- G**

A If weekly if fortnightly

B Circle the day that payments are to be deducted.

C Specify the date that payments are to be deducted. If the 25th, then fill in the box with , Monthly every ____ months – if monthly, 1, if every second month, 2 etc.

D If monthly , if every second month .

E If not a particular date each month (e.g. 25th), but payments need to come out on a particular DAY each month (e.g. second Thursday) then the fields Second AND Thursday need to be circled.

F Date Payments Start.

G Options are to end after ____ payments or to specify an end date, or when the debt is fully paid. One option needs to be chosen.