

# 2018 BOOKLIST PRE-PAYMENT INSTALMENT PLAN

## DIRECT DEBIT APPLICATION

- Please complete this form using **black ink** and write within the boxes in **CAPITAL LETTERS**.  
Mark appropriate answer boxes with a **cross**. Start at the left of each answer space and leave a gap between words.
- Please complete all details that are relevant to you on all pages of this form.
- Sign all the relevant signature panels, including the service agreement, privacy, terms and conditions declaration on page 2.

SECTION A: Your Details				
First Name		<b>Office Use Only</b>		Harleys Customer Number
Surname		Child 1 First Name	Child 1 Surname	Customer #
Residential Address		Name of School	Grade	SPL
Post Code		Child 2 First Name	Child 2 Surname	Customer #
Postal Address		Name of School	Grade	SPL
Post Code		Child 3 First Name	Child 3 Surname	Customer #
Home Phone	Work Phone	Name of School	Grade	SPL
Mobile Phone		Child 4 First Name	Child 4 Surname	Customer #
Email Address:		Name of School	Grade	SPL
Notes:		Child 5 First Name	Child 5 Surname	Customer #
		Name of School	Grade	SPL

SECTION B: Payment Details									
Choose your payment Frequency and Payment Amount, and provide your card details.									
Standard Payment Frequency		Please debit my card for 9 fortnightly payments. I understand payments will commence Friday of 4 <sup>th</sup> of August and will continue each fortnight (on Fridays) with the last payment debited on Friday the 24 <sup>th</sup> of November.							
Custom Payment Frequency			Preferred Payment Day		Payment Start Date		Number of Payments		
Weekly		Fortnightly			2017				
Weekly / Fortnightly Pre-Payment Amount					Total Pre-Payment Amount				
\$					\$				
Transaction fees (50 cents per transaction for each payment)					Total Transaction fees (50 cents per transaction for each payment)				
\$ 0 . 5 0					\$ .				
Total Amount Payable (Per Payment)					Total Amount Payable				
\$					\$				
<input type="checkbox"/> I would like to pay an amount towards my Back to School 2017 Booklists in the instalments listed above. I understand the payments will commence with first instalment debited from my card on the start date I have nominated above. I understand that these debits will continue until the final instalment is debited from my card.									Signature
<input type="checkbox"/> I authorise Harleys Educational Superstore to charge my:					Credit Card Number				
<input type="checkbox"/> Visa		<input type="checkbox"/> MasterCard							
Cardholders Name as Shown on Card					Expiry Date		CCV		
					M M Y Y				
Cardholder Signature					Date Signed				
					D D M M Y Y				

**IMPORTANT: PLEASE SEE PAGE 2 TO READ AND SIGN SERVICE AGREEMENT, PRIVACY INFORMATION, TERMS AND CONDITIONS DECLARATION.**

## DIRECT DEBIT APPLICATION

## SECTION C: Applicant Declaration

**Privacy Statement**

Your privacy is important to Harleys Educational Superstore. This statement summarises how we handle your personal information. For further information about our information handling practices, please refer to our website [www.harleyseducational.com.au/agreement](http://www.harleyseducational.com.au/agreement). When you agree to participate in this plan you agree to the handling of your personal information as set out here and on our website.

We will only collect personal information that we require to provide, manage and administer our products and services and to operate an efficient and sustainable business. We may be required to collect certain information from you to comply with state and federal law. We may disclose your personal information to our related entities, and to third parties including government and regulatory bodies and any persons or entities engaged by us or acting on our behalf. We may use your personal information to contact you to advise you of products and services. When you agree to participate in this instalment plan, you consent to us using your personal information to contact you (by phone, email, SMS or post) about products and services that may be of interest to you. If you do not wish to receive this information, you may opt out by contacting us.

**Direct Debit Service Agreement**

This agreement outlines the responsibilities of Harleys Educational & Stationery Supplies Pty Ltd (“we”, “us”, “our”) and you. We will confirm the direct debit arrangements prior to the first drawing (including the amounts and frequency) and debit your **Visa** or **Mastercard**.

Deductions will occur on the nominated days and dates as per your selection on page 1 of the form. A transaction fee of \$0.50 will be added to each debit to help cover the cost of the merchant fees that we incur processing your payment.

Should your financial institution dishonour a drawing, we will attempt draw the payment within the next 7 business days. If this debit is also dishonoured we will seek further instructions from you. If this occurs we reserve the right to charge a \$2.00 administration fee with the next payment or deduct this from the amount of Booklist credit that you currently hold. If your circumstances change and you need to cancel your entire prepayment plan for a refund, an administration fee of 5% of the value credit will be deducted from your refund.

We will maintain the privacy and confidentiality of your billing information (unless you have requested or consented that we can disclose it to a third party or the law requires or allows us to do so). We may provide information to our or your financial institution to resolve a dispute on your behalf. You must ensure your nominated Visa or MasterCard allows direct debiting and that sufficient cleared funds are available in that account on the due date to cover the instalment amount due. Your financial institution may charge a fee if the payment cannot be met. You must ensure the authorisation given to draw on the nominated account is identical to the account signing instruction held by the financial institution where the account is based. You must notify us if the nominated Visa or MasterCard is transferred or closed. You need to advise us of your new credit card expiry date prior to expiry. You may request that we cancel or alter the debit drawing arrangements by contacting us and providing at least five working days’ notice of any requested changes. These changes may include deferring the debit, altering the debit dates, stopping an individual debit, suspending the direct debit arrangement or cancelling the direct debit completely. You can dispute any debit drawing or terminate the deductions at any time by notifying us in writing not less than seven days before the next scheduled debit drawing. If you have any queries about your direct debit agreement, please contact us. We undertake to respond to queries concerning disputed transactions within five working days of notification.

**Booklist Prepayment Instalment Plan Details**

To participate in this pre-payment plan, this application form must be submitted no later than Friday the 28<sup>th</sup> July 2017. Each payment (less transaction fees) will be held for you in your ‘customer account’ as an amount of credit. When you place your back to school 2018 booklist order(s) with Harley’s, this credit will be applied against your order. If you have more than one booklist order, the credit will be divided and applied against each order. All booklist orders must be paid for in full before you can take delivery of the ordered goods. **If your instalment plan does not cover the balance of your booklist order(s) the balance of the order must be paid before Harleys Educational Superstore will release the goods.**

**Terms and Conditions**

I accept to be bound by the terms & conditions of Harleys Educational & Stationery Supplies Pty Ltd (available on our website [www.harleyseducational.com.au/agreement](http://www.harleyseducational.com.au/agreement), or by calling us). I acknowledge that I have read the Booklist Pre-Payment Instalment Plan offer in full and understand the terms and conditions of the instalment plan and the direct debit service agreement. I declare that the information I have provided is true and correct. I have read and consent to the collection, use and disclosure of my personal information as set out in this Privacy Statement (available on our website, or by contacting us).

Signature of Customer

Date

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Print Name

**Just Before You Send**

Check that you have signed all of the signature boxes relevant to your application, including the declaration above.

**Please fax your application to Harleys Educational Superstore on: 07 4053 3661.** Please ensure that you fax both pages.

Alternatively you may post or drop in your application to:

Harleys Educational Superstore  
1/149 English Street  
Manunda Qld 4870

**Please do not email your application.**

If you would like any assistance, please call us on **07 4053 3966** or email [sales@harleyseducational.com.au](mailto:sales@harleyseducational.com.au).

**We will email and text you to let you know we have received your direct debit application.**