

Orientation Week 2012 is coming soon...

By purchasing an O-Week ticket – you are entitled to entry to all Yarra House O-Week events, and you get a 2012 Yarra House O-Week t-shirt!!

Your involvement in Yarra House O-Week activities is the best way to get to know the facility, the staff and your fellow residents. It is also a chance to take in all that Yarra House can offer and to get comfortable with your surroundings, but generally it is a time to kick back and have a good time!

Tickets are non refundable, non transferable and non redeemable. Events are subject to change without notice. Food, drinks and transport will not be included for all events, except where stated.

**DIRECT DEBIT REQUEST – ORIENTATION WEEK PAYMENT**

I/We request Northern Melbourne Institute of Tafe to debit **\$35.00** (Australian \$) from my/our nominated account identified below for the purchase of **one ticket** only. This is subject to the terms and conditions below and inclusive of GST. An extra 1.7% credit card fee applies.

Resident name	Resident of Yarra House NMIT
Cardholder name	
Cardholder Signature	Please also sign at bottom of this form
Card Type	<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard
Card No.	<input style="width: 25px; height: 20px;" type="text"/> <input style="width: 25px; height: 20px;" type="text"/> <input style="width: 25px; height: 20px;" type="text"/> <input style="width: 25px; height: 20px;" type="text"/> <input style="width: 25px; height: 20px;" type="text"/> <input style="width: 25px; height: 20px;" type="text"/> <input style="width: 25px; height: 20px;" type="text"/> <input style="width: 25px; height: 20px;" type="text"/>
Expiry Date	

**2012 Orientation week dates are from: Sunday 19 February – Saturday 25 February**

**Direct Debit Request**

**Terms & Conditions**

Definitions

*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. *Us or we* means Northern Melbourne Institute of Tafe. *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. By signing a direct debit request you have authorised us to arrange for funds to be debited from your account.
  - ii. We will only arrange for funds to be debited from your account as authorised in the direct debit request.
2. 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 debit day.
3. Your Obligations
  - i. It is your responsibility to ensure that 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. You should check with your account statement to verify that the amounts debited from your account are correct.
4. Dispute
  - i. If you believe that there has been an error in debiting your account, you should notify us directly on (03) 9269 8990 and confirm this in writing to info@yarahouse.com.au
  - 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.
5. 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.
6. 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.

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<b>Name</b>	<b>Signature</b>	<b>Date</b>
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