



Australian Principals Federation

The Union exclusively for the Victorian Principal Class

Suite 311
19 Milton Parade
Malvern Vic 3144
Tel: 0412 584 002
jbenison@apf.net.au

Membership Form

Yearly Memberships take place from January 1st- December 31st
Monthly memberships will be an automatic payment on the 1st of each month

Name: _____ DOB: _____
 Email: _____ Contact Number: _____
 Residential address: _____
 Suburb/ Postcode: _____
 School: _____ School Phone: _____
 Job title: _____ Region: _____
 DEECD number: _____

Payment Method- choose one

- Online via PAYPAL- ANNUAL payment** <https://apf.net.au/join-apf/pay-or-renew-membership/>
- Credit card- YEARLY payment \$744**
- Credit card MONTHLY ongoing \$62**

Card holder name _____
 Credit Card no _____ / _____ / _____ Expiry date _____ / _____
 Signature _____ Date _____

- Direct Debit MONTHLY ongoing \$62**

Financial Institution _____ Acc name _____
 Account no _____ BSB _____
 Signature _____ Date _____

- Direct deposit YEARLY \$744- please email Jenna for details**

By signing the above, I agree to the following: As a member of the APF I hereby request you to debit the credit card/direct debit account details provided on this form with such amount as detailed and acknowledged above. This authority is to remain in place until details are changed or cancelled in writing by myself.

Direct Debit Request Service Agreement-Victorian Branch

1. Debiting your account

- 1.1 By signing a direct debit request you have authorised us to arrange for funds to be debited from your account and agree to be bound by the terms and conditions of this Agreement.
- 1.2 We will debit your account for the amount authorised on the membership subscription form on the following Debit Days: on the first of the month after this request is received and annually thereafter on the 1st day of the month that your membership expires.
- 1.3 If the debit day falls on a day that is not a banking day, we may direct your financial institution to debit your account on the following banking day. If you are unsure about which day your account has or will be debited, you should ask your financial institution.

2. Change by us

- 2.1 We may vary any details of this agreement or a Direct Debit Request at any time by giving you at least (14) day's written notice.

3. Changes by you

- 3.1 Subject to 3.2 and 3.3, you may change the arrangements under a Direct Debit Request by contacting us on 0412 584 002 or jbenison@apf.net.au
- 3.2 If you wish to stop or defer a debit payment you must notify us in writing at least 14 days before the next debit day.
- 3.3 You may also cancel your authority for us to debit your account at any time by giving us 14 days' notice before the next debit day.

4. Your obligation

- 4.1 It is your responsibility to ensure that there are sufficient clear funds available in your account to allow a debit payment to be made in accordance with the Direct Debit Request.
- 4.2 If there are insufficient funds in your account to meet a debit payment:
 - (a) you may be charged a fee and/or interest by your financial institution.
 - (b) you may also incur fees or charges imposed or incurred by us; and
 - (c) you must arrange for the debit payment to be made by another method or arrange for sufficient clear funds to be in your account by the agreed time so that we can process the debit payment.
- 4.3 You should check your account statement to verify the amounts debited from your account as correct.

5. Dispute

- 5.1 If you believe that there has been an error in debiting your account, you should notify us directly on 0412 584 002 or jbenison@apf.net.au and confirm that notice in writing to us as soon as possible so that we can resolve your query.
- 5.2 If we conclude as a result of our investigations that your account has been incorrectly debited, we will respond to your query by arranging for your financial institution to adjust your account accordingly. We will also notify you in writing of the amount by which your account has been adjusted.
- 5.3 If we conclude as a result of our investigations that your account has not been incorrectly debited, we will respond to your query by providing you with reasons and any evidence for this finding.
- 5.4 Any queries you may have about an error made in debiting your account should be directed to us in the first instance so that we can attempt to resolve the matter between us and you. If we cannot resolve the matter, you can still refer it to your financial institution which will obtain details from you of the disputed transaction and may lodge a claim on your behalf.

6. Accounts

- 6.1 You should check:
 - (a) with your financial institution whether direct debiting is available from your account as direct debiting is not available on all accounts offered by financial institutions.
 - (b) your account details which you have provided to us are correct by checking them against a recent account statement; and
 - (c) your financial institution before completing the Direct Debit Request if you have any queries about how to complete the Direct Debit Request.

7. Confidentiality

- 7.1 We will keep any information (including your account details) in your direct debit request confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction, or disclosure of that information.

We will only disclose information that we have about you:

- (a) to the extent specifically required by law; or
- (b) for the purpose of this agreement (including disclosing information in connection to any query or claim).

8. Limitation of Liability

- 8.1 Subject to and to the extent permitted by applicable law, under no circumstances shall we be liable to you for any loss or damage that you may suffer arising from the debit arrangements set out in the Agreement, even if we have been advised of the possibility of such loss or damage occurring.