

## Quaycentre at Sydney Olympic Park Gymnastics Direct Debit Agreement

The following T&Cs apply to this application and your acceptance for enrolment in the Gymnastics Program at Sydney Olympic Park (SOP Gymnastics). The T&Cs will apply until further notice. Any changes to the T&Cs will be notified in writing on the Centre website – [www.quaycentre.com.au](http://www.quaycentre.com.au) ("Website"). This is an important document and should be read carefully before agreeing to the following Terms and Conditions. By agreeing to the Terms and Conditions outlined in this document you acknowledge that you have read and understood the Gymnastics Direct Debit Agreement Terms and Conditions.

### Privacy Policy

The Quaycentre ("Centre") is a division of Sydney Olympic Park Authority ("we, our, us"), which is a NSW Government agency that sits within the Office of Sport cluster.

We are committed to the protection of member's privacy and personal information. Your privacy is protected under the Privacy and Personal Information Protection Act 1998. Personal information may only be disclosed in accordance with the exemptions provided under the Act. We will only use the personal details you voluntarily provide us for administration purposes related to the facility or service for which it is being completed and when we communicate information to you regarding any of the Centre's facilities, programs, services or promotions that are deemed appropriate to your interests and needs and which may enhance your use of the Centre.

Any personal information that you voluntarily provide to the Sydney Olympic Park Authority (5 Olympic Boulevard, NSW 2127) will be held in a data base shared with the Office of Sport and Venues NSW. You have the right to access and correct the information.

We will not make your personal information available to any third party except for the Office of Sport and Venues NSW unless it is necessary as part of the provision of this product or service.

Full details of the Privacy Policy can be found on the Website ([www.quaycentre.com.au](http://www.quaycentre.com.au)).

### Payment of Fees and Direct Debit

All new bookings/enrolments are made by Direct Debit only. Direct debit can be made from a bank account or credit card, and will occur fortnightly. Payments are made two weeks in advance, starting on the date stated on the Direct Debit Agreement Form. The first class(s) of the enrolment are required to be paid in advance at the time of the enrolment; this pro rata is based on the next Direct Debit payment. If a scheduled payment day falls on a public holiday, we will debit your account on the next business day. Depending on your bank, payments may take up to 5 business days to be processed. Upon completing the Direct Debit Agreement Form the member is agreeing to pay the instalment amount at the agreed payment frequency until the Gymnastics enrolment is formally suspended or cancelled.

SOP Gymnastics may increase the fees associated with the activities offered at the Sydney Olympic Park Quaycentre. SOP Gymnastics will make every reasonable effort to notify members about any fee increase. Completion of the Direct Debit Agreement Form authorises SOP Gymnastics to increase any debited amount from the nominal account or credit card inline with the lesson fees. By completing and signing the Direct Debit Agreement Form the member is agreeing to all Terms and Conditions.

All information relating to members financial institutions remains confidential, except where required for the purposes of conducting

Direct Debit with the financial institution, or in connection with claims make to SOP Gymnastics regarding an alleged incorrect debit.

The member is responsible for:

- i. Ensuring the nominal account is set up to accept Direct Debit. Please check with the financial institution where the account is held.
- ii. Ensure there is enough money in the nominated account on the Direct Debit due date and up to 5 business days following. Please note there may be a delay in the processing of Direct Debit if there is a public holiday on the scheduled date of Direct Debit. The Direct Debit calendar can be located on the Quaycentre website
- iii. If the nominal account does not allow a payment, such as where the account does not have enough money in it or you are over your credit limit, SOP Gymnastics will require you to pay your outstanding balance online or at Reception by cash, Eftpos or credit card. Charges may apply for rejected payments.

### Cancellation of Direct Debit Agreement

All enrolments are perpetual (ongoing) and the direct debit payments will continue until written notice of cancellation is submitted by the responsible person. Four (4) weeks notice is required to cease enrolment and the direct debit agreement. A Lesson Cancellation Form must be completed and submitted to SOP Gymnastics in full. Lesson Cancellation Forms are available online via the Quaycentre website. Credits or Refunds will not be granted for missed lessons prior to written notification. Cancellations will not be processed until any outstanding amounts owing are paid in full.

Withdrawal due to medical reasons will be actioned as soon as a completed Lesson Cancellation Form, along with a copy of a medical certificate, is submitted.

### Change of Details

SOP Gymnastics will use email as the primary channel of communication. It is the member's responsibility to keep Sydney Olympic Park Gymnastics informed of any changes of contact, bank accounts or credit card details. Updated details can be requested by completing a new Direct Debit Agreement located on our website and emailed to us with subject header 'Update My Details'. If sending your change of details form via email, an email confirmation will be provided. If a confirmation email has not been received by you within 24 hours of you sending the change of details form please assume we have not received it and it will not be processed.

<b>RESPONSIBLE PERSON NAME</b>	<b>DATE</b>
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### Direct Debit Request - Gymnastics

I request and authorise Sydney Olympic Park (SOP) Gymnastics to arrange, through its own financial institution, for any amounts properly payable by me to SOP Gymnastics to be debited or charged through the bulk electronic clearing system from an account held at the financial institution identified below and paid to SOP Gymnastics, subject to the Terms and Conditions of the Direct Debit Agreement. I hereby authorise a debit of the nominated account with the amount and at the intervals advertised by SOP Gymnastics.

SECTION A: PERSONAL DETAILS/RESPONSIBLE PERSON		
TITLE*	FIRST NAME(S)*	SURNAME*
HOME ADDRESS*		
SUBURB*		POSTCODE*
TELEPHONE HOME		TELEPHONE MOBILE*
EMAIL ADDRESS*		
EMERGENCY CONTACT NAME		EMERGENCY CONTACT NUMBER
SECTION B: STUDENT DETAILS		
<b>STUDENT 1</b>	FIRST NAME(S)*	SURNAME*
MALE / FEMALE	DATE OF BIRTH*	MEDICAL CONDITIONS
DEBIT AMOUNT (\$)		
<b>STUDENT 2</b>	FIRST NAME(S)*	SURNAME*
MALE / FEMALE	DATE OF BIRTH*	MEDICAL CONDITIONS
DEBIT AMOUNT (\$)		
<b>STUDENT 3</b>	FIRST NAME(S)*	SURNAME*
MALE / FEMALE	DATE OF BIRTH*	MEDICAL CONDITIONS
DEBIT AMOUNT (\$)		
SECTION C: PAYMENT PLAN		
I understand the enrolment(s) will continue as specified in this agreement until I give SOP Gymnastics relevant written notice, four (4) weeks in advance, as outlined in the Terms and Conditions of the intent to cancel enrolment and the direct debit agreement.		
JOINING FEE \$	AMOUNT DUE NOW \$	TOTAL DD AMOUNT \$
I have read and understood the SOP Gymnastics Terms and Conditions. I Understand that these Terms and Conditions apply to this contract. The SOP Gymnastics Terms and Conditions can be found on the reverse side of this agreement.		
NAME	DATE	SIGNATURE
SOP Gymnastics will use the contact details you have provided to contact you about SOP Gymnastics. We may also contact you with information about promotions. Special offers, major events and parking impacts. We will not provide your personal information or contact details to any third party.		
<b>OFFICE USE ONLY</b>	RP NAME	MEMBERSHIP NUMBER



SECTION D: PAYMENT DETAILS			
BANK ACCOUNT		CREDIT CARD	CARD TYPE: MASTERCARD / VISA
BANK NAME	BRANCH	NAME ON CARD	
ACCOUNT NAME		CARD NUMBER	
BSB	ACCOUNT NUMBER	EXPIRY DATE	