

DIRECT DEBIT INSTRUCTIONS

For each child, please complete the Direct Debit mandate and return it to the Accounts Department at Farleigh School, together with the form below.

We will inform you termly of the exact amounts and dates of the direct debits as these will vary depending on the date of the first day of term.

Please note a charge will be made for any unpaid direct debits. Farleigh School reserves the right to refuse entry to the scheme or cancel the scheme at any time.

If you have any questions, please contact Hannah Oldfield or a member of the Accounts team on: 01264 712834.

I would like to participate in the direct debit scheme and I enclose the completed Direct Debit mandate.

I wish to pay fees and extras in full on the first day of each term by Direct Debit.

Signad.

Signed.	Date.
Name:	
Pupil's name:	Current Year:

Data

Please note that Direct Debits can normally only be collected from UK banks or building societies.

PLEASE RETURN THIS DOCUMENTATION TO THE ACCOUNTS OFFICE (NEW ACADEMIC YEAR NEEDS TO BE RETURNED TO US BY 31st July)





Instruction to your Bank or Building Society to pay by Direct Debit

lease fill in the whole form including official use box using a ball point en and send it to:	Service	User Nu	ımber					
The Bursar Farleigh School	2	4	7	6	1	1		
Red Rice Andover Hants SP11 7PW	FOR FARLEIGH SCHOOL OFFICIAL USE ONLY This is not part of the instruction to your Bank or Building Society.							
lame(s) of Account Holder(s)								
sank/Building Society account number								
lame and full postal address of your Bank or Building Society To: The Manager Bank/Building Society	Please p Instruction I underst	oay Farle on subjectand that	ct to the s this Instr	ol Direct afeguard ruction m	Debits from the debits assured to the debits assured to the debits as th	om the a ed by the in with Fa	ccount detailed in this Direct Debit Guarantee arleigh School and, if so ding Society.	
Address	Signature	e(s)						
Postcode	Date							
Banks and Building Societies may not accept Dir	rect Debit Ir	nstruction	ns for son	ne types	of accou	nt		

This guarantee should be detached and retained by the Payer.

The Direct Debit Guarantee



- This Guarantee is offered by all Banks and Building Societies that accept instructions to pay Direct Debits
- If there any changes to the amount,date or frequency of your Direct Debit Farleigh School will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Farleigh School to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is is made in the payment of your Direct Debit, by Farleigh School, or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society. If you receive a refund you are not entitled to, you must pay it back when Farleigh School asks you to.
- You can cancel a Direct Debit at any time by simply contacting your Bank or Building Society. Written confirmation may be required. Please also notify us.

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