

FARLEIGH

SCHOOL

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 to indicate whether you would like to pay by installments.

We will inform you annually (usually sent mid-July with the Autumn term bills) of the exact amounts and dates of the direct debits each academic year. If you have any questions, please contact Katy Johnson 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.

- a) I wish to pay fees and extras in full on the first day of each term by direct debit.
- b) I wish to pay termly fees by three monthly installments by direct debit and to pay extras by direct debit at the beginning of each term.

Please tick as appropriate.

Signed: Date:

Name:

Pupil's name: Current Year:

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

PLEASE RETURN THIS DOCUMENTATION TO US BY 1st JANUARY

(NEW ACADEMIC YEAR NEEDS TO BE RETURNED TO US BY 1st JUNE)

