

CLIFTON COLLEGE

Charity Reg. No. 311735

Instruction to your Bank or Building Society to pay Direct Debit



Originators identification Number

9 9 4 3 9 6

Please fill in this form and return completed to: Clifton College, 32 College Road, Clifton, Bristol BS8 3JH

1. Name and full postal address of your Bank or Building Society Branch.

To: The Manager

2. Name (s) of account holder (s)

3. Branch sort code (from the top right hand corner of your cheque)

		—			—		
--	--	---	--	--	---	--	--

4. Bank or Building Society account number

--	--	--	--	--	--	--	--	--	--

5. Account Reference (Finance use Only)

6. Instruction to your Bank or Building Society

Please pay Clifton College Direct Debits from the account detailed on this instruction subject to the safeguards assured by The Direct Debit Guarantee.

Signature(s) _____

Date _____

Banks and Building Societies may not accept Direct Debit Instructions for some types of accounts.

The guarantee should be detached and retained by the Payee



The Direct Debit Guarantee

- * This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- * If the amounts to be paid or the payment dates change, you will normally be given 5 working days notice by the College so that you have time to query the bill if necessary.
- * If an error is made by the College or your Bank or Building Society, you are guaranteed a full immediate refund from your branch of the amount paid.
- * You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to the College.

PAYMENT OF FEES BY DIRECT DEBIT

For the convenience of Parents and for the economy of school administration, the Direct Debit Scheme has now become the accepted method by the majority of Parents for the payment of school fees.

The procedure is as follows:-

1. Termly detailed accounts are sent to Parents for information only, *few days after the end of each term*. Adequate time is therefore given for any errors to be rectified. No payment should be made on receipt of this account.
2. The amount of the account will later be transferred by a special computer debit direct to the Parents' bankers on the first day of each term.
3. Any adjustment necessary due to a possible error would be dealt with immediately by an adjusting cheque either way. (If not adjusted before the transfer.)

It would be much appreciated if Parents would kindly sign the necessary Direct Debit Instruction attached, unless there is a particular preference or reason for payment by cheque.

The entire form should be returned to the School and not sent direct to your bank.