CHELTENHAM
COLLEGE

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

Please fill in the whole form including instructions box using a ball point pen (one mandate for each child) and send it to:

The Finance Manager
Cheltenham College
Bath Road
Cheltenham
Gloucestershire
GL53 7LD

Originator's Identification Number

8	3	0	1	8	7

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Name and full postal address of your Bank or Building Society

To: The Manager — Bank/Building Society

Address

Postcode

Reference (College Use only)

INSTRUCTIONS TO CHELTENHAM COLLEGE
This is not part of the instruction to your Bank or Building Society

Please enter name and select payment frequency:

Pupil Name	
Single Termly Payment	
Monthly Instalments	

PLEASE COMPLETE A SEPARATE MANDATE FOR EACH CHILD

Instruction to your Bank or Building Society

Please pay Cheltenham College (College) Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with College and if so, details will be passed electronically to my Bank/Building Society.

Signatures

Date

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

Please note that an administration fee of £50 is chargeable in the event that a direct debit is returned unpaid.

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 are any changes to the amount, date or frequency of your Direct Debit, College will notify you (normally within 10 working days) in advance of your account being debited or as otherwise agreed. If you request College 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 made in the payment of your Direct Debit, by College 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 College 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 College.