



SA COLLEGE PRIVATE SCHOOL, PRETORIA

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Debit Order Form 2025

Completion of this form is required as part of the application for your child.

Admin Number: _____

Family code: _____

Authority and Mandate for payments Instruction

Name of Account holder _____
Bank _____
Branch and Code _____
Account Number _____
Type of Account (cheque or savings) _____
Preferred date of Debit order (e.g. 1st, 15th, 25th) _____
Account holder Contact Number _____

Please select one option (if no option is selected, option a. will be selected by default):

a) I would like the debit order mandate to become active immediately for the full year.

or

b) I would like the school to only start my debit order mandate if my account should fall in arrears.

I approve that my account be debited according to my payment option selected to ensure that my account is always up to date. If no payment option is selected the default payment option will be monthly instalment option. Should my account fall behind I approve that the school may increase my payment frequency and/or payment amount in order to rectify the overdue account. My instalment is R _____ per month/term (please cross out the incorrect one)

This signed authority and mandate refers to the contract dates and values as per the agreement. I/We hereby authorise SA College Private School to issue and deliver payment instructions to your banker for collection against my/our above-mentioned account at my/our above-mentioned bank (or any other bank or branch to which I/we may transfer my/our account) on condition that the sum of such payment instructions will never exceed my/our obligations as agreed to in the agreement and commencing on Jan 2024 and continuing until this authority and mandate is terminated by me/us by giving you notice in writing of not less than 20 ordinary working days, and sent by prepaid registered post or delivered to your address as indicated above or at when the mandate is fulfilled. Such cancellation cannot be accepted until the legally owing moneys have been paid in full. Should one of my instalments be missed I authorize SA College Private School to increase my debit order to make up for the missed instalment. Should the debit order fail, or I dispute it, I agree to be held liable for a R100 penalty per instance.

The individual payment instructions so authorised to be issued must be issued and delivered as per the contract except if otherwise communicated. The instalment will be loaded on the period preceding the payment required to ensure the account, which is a prepaid account, is up to date at all times.

I understand that in the event that the payment day falls on a Sunday, or recognised South African public holiday, the payment day will automatically change to a business day. Payment instructions due in December must be debited against my account as per my election above, except if otherwise communicated in writing to the school. Should no date above be selected I authorise the school to select a suitable day each month.

I / We understand that the withdrawals hereby authorized will be processed through a computerized system and I also understand that details of each withdrawal will be printed on my bank statement. Each transaction will contain a number, which must be included in the said payment instruction and if provided to you should enable you to identify the agreement. A payment reference is generated before the issuing of any payment instruction mandate. I/We acknowledge that all payment instructions issued by SA College Private School shall be treated by my/our above-mentioned bank as if the instructions have been issued by me/us personally. The Schools abbreviate name is: SASCHOOL1.

Cancellation

I/We agree that although this authority and mandate may be cancelled by me/us, such cancellation will not cancel the agreement. I/We shall not be entitled to any refund of amounts which you have withdrawn while this authority was in force, if such amounts were legally owing to SA College Private School.

Assignment

I/We acknowledge that this authority may be ceded or assigned to a third party if the agreement is also ceded or assigned to that third party, but in the absence of such assignment of the agreement, this authority and mandate cannot be assigned to any third party.

Signed at _____ on the ___ of _____ 20___ by _____ (name of account holder)

(Signature of account holder) ID/Pass _____