Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form including official use box using a ball point pen and send it to:

The Director of Finance and Operations
Abingdon Schools Groups Group T/A The Manor Preparatory School
Faringdon Road
Shippon
Abingdon
OX13 6LN

Service user number

9	5	9	6	2	7

FOR ABINGDON SCHOOLS GROUP T/A THE MANOR PREPARATORY SCHOOL OFFICIAL USE ONLY
This is not part of the instruction to your bank or building society.

Pupil's name:

Please tick your requirements:

Termly Direct Debit	
Monthly Instalments	

Tuition Fees only	
Full Termly invoice (Tuition & Extras)	

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

Instruction to your bank or building society
Please pay Abingdon Schools Group T/A The Manor Preparatory School 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 Abingdon Schools Group T/A The Manor Preparatory School and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

Banks and building societies may not accept Direct Debit Instructions for some types of account

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 Abingdon Schools Group T/A The Manor Preparatory School will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Abingdon Schools Group T/A The Manor Preparatory 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 made in the payment of your Direct Debit, by Abingdon Schools Group T/A The Manor Preparatory 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 Abingdon Schools Group T/A The Manor Preparatory 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.