

**UPLANDS PREPARATORY SCHOOL**

Confirmation of Payment of School Fees by Debit Order:

A) Particulars of Bank Account:

ACCOUNT HOLDER:		BANK:	
BRANCH NAME:		BRANCH CODE:	
ACCOUNT NUMBER:		TYPE OF ACCOUNT:	
CONTACT TELEPHONE:		E-MAIL CONTACT:	

B) Payment Option: (Please tick your option)

1) MONTHLY FEES - 10 TIMES PER ANNUM - FEBRUARY TO NOVEMBER. <b>ALSO INDICATE PREFERRED DATE OF PAYMENT - 1st or 15th OF THE MONTH.</b>	
2) TERMLY FEES - 4 TIMES PER ANNUM - PAYABLE ON THE 2nd FRIDAY OF EACH TERM.	
3) ANNUAL FEES - PAYABLE BEFORE THE END OF JANUARY. Should you choose this option, a debit order is not required.	

C) Names of children at Uplands:

Full Name & Surname	Grade	Amount for Fees
1)		
2)		
3)		

Sundries	Grade	Amount for Sundries
Levies		
SP Lunches		
Field trips and extras		
JP lunches and after care		

<b>TOTAL FEES DUE: To be paid according to the choice indicated in Section B above</b>	
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**Monthly amount to be deducted**

With effect from: Month beginning \_\_\_\_\_ Month ending \_\_\_\_\_

I, the undersigned, authorise Uplands Preparatory School to debit my account, as specified above, on the due date, with the total amount payable.

I also accept the following conditions:

- 1) Uplands Preparatory School may cancel the debit order should my bank disallow a debit against my account on two consecutive occasions due to insufficient funds or for any other reason.
- 2) I authorise Uplands Preparatory School to adjust the above amount automatically in the event of a general increase in fees of extras on the school account.
- 3) This debit order can be cancelled by writing the instruction to: The Bursar, Uplands Preparatory School, P.O. Box 244, White River, 1240.
- 4) A cancelled cheque should accompany this form.
- 5) Funds are not transferable from one budget item to another.

\_\_\_\_\_  
Signature of Bank Account Holder

\_\_\_\_\_  
Date