

Date.....

Mr Martin Champion
Income and Fees Administrator
Woodbridge School
Marryott House
Burkitt Road
WOODBIDGE
IP12 4JH

Dear Mr Champion

Direct Debit Payment

Until further notice, I would like to pay my school fees and extra's by direct debit as follows: (Please tick the appropriate box).

☐ **Termly direct debit:** The whole termly bill (fees and extra's) will be collected by direct debit on or after the first day of each term.

☐ **Monthly direct debit:** Each term's fees will be collected over three equal monthly instalments, as follows:

- Michaelmas term - on or after the first of September, October and November.
- Lent term - on or after the first of January, February and March.
- Trinity term - on or after the first of April, May and June.

Any extra's on the termly fee bill will be collected by direct debit on or after the first day of the next term.

I have enclosed a completed and signed direct debit mandate.

The name(s) of my child/children at the school are:

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Yours sincerely

Name:.....