Date:....

Mr Martin Champion Income and Fees Administrator Woodbridge School Marryott House Burkitt Road WOODBRIDGE 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:

.....

.....

Yours sincerely

Name.....





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

Seckford Foundation (Woodbridge School)
Marryott House
Burkitt Road
WOODBRIDGE
Suffolk
IPI2 4JH

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

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.



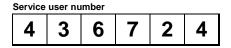


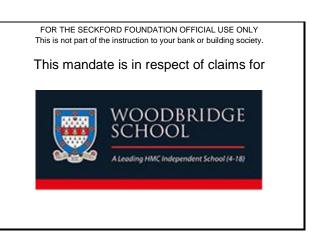
DDI1

• 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 (The Seckford Foundation) will notify you 10
 working days in advance of your account being debited or as otherwise agreed. If you request (The Seckford Foundation) 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 (The Seckford Foundation) 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 (The Seckford Foundation) 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.

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





Instruction to your bank or building society

Please pay The Seckford Foundation 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 The Seckford Foundation and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date