

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:

.....

.....

Yours sincerely

Name.....



# The Seckford Foundation



## 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:

Seckford Foundation (Woodbridge School)  
 Marryott House  
 Burkitt Road  
 WOODBRIDGE  
 Suffolk  
 IP12 4JH

Service user number

4	3	6	7	2	4
---	---	---	---	---	---

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	

FOR THE SECKFORD FOUNDATION OFFICIAL USE ONLY  
This is not part of the instruction to your bank or building society.

This mandate is in respect of claims for



**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

Reference

--	--	--	--	--	--	--	--

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

DD11

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 (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.