Graeme College

1873 - 2027

Dear Parents

The Governing Body has been investigating ways of making the payment of school fees easier for you, the parent. We have established that payment of fees by electronic banking will take the load off your shoulders for the following reasons:

1. You fill in the application form only once during your son's schooling at Graeme College.

2. You go to your Bank or Building Society only once (to verify the information on your application form).

3. You pay your fees in 10 instalments over 10 months from February to November.

4. If school fees are adjusted by the Governing Body, you will be informed in writing of the change and the new deduction will go through automatically without you having to fill in any new forms.

5. Unpaid Debit Orders will incur a R150 fee which will be charged to the Learner's fee account.

6. Parents who have bursaries will have them automatically deducted from their payments and should thus also join the scheme.

7. Should you wish, you may cancel by giving the school 30 days' written notice at any stage.

8. Once the fees are paid in full after your son leaves the school, your name will automatically be deleted from the scheme.

Please fill in the form and return it to the bursar as soon as possible so that we may start entering the data required so as to ensure smooth operation of the system next year.

The Governing Body envisages that all parents who operate a current or transmission account at a Bank or Building Society should join the system.

Act now, fill in the form, have your Bank verify and stamp it, and return it to the bursar without delay.

Yours sincerely

K M WATSON
HEADMASTER

DEBIT ORDER INSTRUCTION

SUBSCRIBER
NAME OF ACCOUNT HOLDER _____

ADDRESS _____

_____

TELEPHONE _____

BANK _____

BRANCH NAME _____

BANK / BRANCH STAMP

BRANCH CODE

ACCOUNT NUMBER

TYPE OF ACCOUNT: **CHEQUE** ☐ **TRANSMISSION** ☐

(***Note:*** The debit order can only operate off a current or transmission account. **N.B. NOT A SAVINGS ACCOUNT)**

I hereby request the Electronic Banking Services to draw against my Bank account by automatic debit order in accordance with the ACB system a sum equal to the amount of one tenth of the annual school fee from **1, 15 or 20** February to November (10 months) until further notice. The Governing Body has finalised the 2026 school fees. It is only necessary to fill this form in once during my child's schooling at Graeme College. Details of each withdrawal will be printed on my bank statement or an accompanying voucher.

I understand that I can terminate this arrangement by giving 30 days' notice in writing by prepaid registered post, but that the termination will have no effect on withdrawals already made by the Bank. If for any reason the debit order is rejected, the school shall have the automatic right to double the amount of the debit order in the following month and shall have the right to recover the bank charges, interest and any other costs associated with the rejected debit. I authorise Graeme College to change the amount if school fees are increased by the Governing Body in future. In this event, the school will notify me in writing of such change.

This debit covers the following pupils:

NAME: _____ **GRADE:** _____

_____ _____

_____ _____

SIGNED: _____ **DATE:** _____

This form must be returned to the bursar once the account number has been verified by the Bank.

FOR OFFICE USE

Year					**Day of month**	1	15	20	***Please tick relevant day of month for debit order to run***

Amount							