

Physical Address:

No 4 Hermansburg Road, Magiesdal,
Nelspruit 1200 RSA.

**DEBIT ORDER FORM**

	Document Type	Policy and Procedure		
	Document Title	Debit order form		
	Applicable To	All staff		
	Document Owner	Board of Director		
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A AMMENDMENT HISTORY:

Amendment Date	Version	Amendment Date	Final Approval Level

B. APPROVAL

Title	Name	Date	Signature
Director	O.D Adewuyi	12 Feb,2025	

Disclaimer	It is the responsibility of the user to ensure that the printed document corresponds with original master copy available at the school.
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DEBIT ORDER FORM

Completion of this form is compulsory prior to registration of your child as a learner. Please complete a separate form for each learner should you be registering more than one child.

Jane Pre & Primary School**Authority and Mandate for payments Instruction: Electronic and Written
Mandates Given by (name of Account holder) Address**

Bank	
Branch and Code	
Account Number	
Type of Account	Current (cheque)/ Savings/ Transmission
Amount	
Date for first debit order	
Date for last debit order	
Contact Number	

Abbreviated Name as Registered with the Bank: Jane Primary

This signed Authority and Mandate refers to our contract dated ("the Agreement"). I/We hereby authorize you to issue and deliver payment instructions to your Banker for collection against my/our above-mentioned account at my/our above-mentioned Bank (or any other bank or branch to which I/we may transfer my/our account) on condition that the sum of such payment instructions will never exceed my/our obligations as agreed to in the Agreement and commencing on _____ and continuing until this Authority and Mandate is terminated by me/us by giving you notice in writing of not less than 20 ordinary working days, and sent by prepaid registered post or delivered to your address as indicated above.

The individual payment instructions so authorized to be issued must be issued and delivered as follows: monthly, bi-monthly, three monthly, six monthly, annually, weekly, bi-weekly (delete that which is not applicable).

If the payment day falls on a Sunday, or recognized South African public holiday, the payment day will automatically be the preceding ordinary business day. Payment Instructions due in December may be debited against my account on _____. I / we understand that the withdrawals hereby authorized will be processed through a computerized system provided by the South African Banks and I also understand that details of each withdrawal will be printed on my bank statement. Each transaction will contain a number, which must be included in the said payment instruction and if provided to you should enable you to identify the Agreement. A payment reference is added to this form before the issuing of any payment instruction.

Mandate

I/We acknowledge that all payment instructions issued by you shall be treated by my/our above-mentioned Bank as if the instructions have been issued by me/us personally.



Cancellation

I/we agree that although this Authority and Mandate may be cancelled by me/us, such cancellation will not cancel the Agreement. I/We shall not be entitled to any refund of the amounts which you have withdrawn while this Authority was in force, if such amounts were legally owing to you. This debit order agreement is valid for the current academic year only. A new debit order form must be completed at the beginning of every academic year.

Assignment

I/We acknowledge that this Authority may be ceded or assigned to a third party if the Agreement is also ceded or assigned to that third party, but in the absence of such assignment of the Agreement, this Authority and Mandate cannot be assigned to any third party.

Signed at _____ on this _____ day of _____

(Signature as used for operating on the account)

Agreement reference number is _____ (Assisted by)

(Student number/ Debtors code)