

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

FEES SECRETARY										9	5	9	9	4	3							
FEES SECRETARY SEVENOAKS SCHOOL HIGH STREET SEVENOAKS KENT TN13 1HU Name(s) of account holder(s) Bank/building society account number																F	OR SEVE	NOAKS		OFFICIAI	L USE ONLY or building society.	
Name and	Postcode														/	Please this Ins Guarar	truction tee. I un and, if so	enoaks s subject derstanc	School E to the s I that this	Direct De afeguare s Instruct	bits from ds assu tion may	n the account detailed in red by the Direct Debit r remain with Sevenoaks cally to my bank/building
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- 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, Sevenoaks School will notify you three working days in advance of your account being debited or as otherwise agreed. If you request Sevenoaks School 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 Sevenoaks School or by 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 Sevenoaks School 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 Sevenoaks School.



DDI15

bank or building society to pay by Direct Debit Service user number

Instruction to your