



ST PAULUS PRE-PRIMARY AND PRIMARY SCHOOL  
ST PAULUS PRE-PRIMÈRE EN PRIMÈRE SKOOL

**DEBIT ORDER AUTHORISATION**

<b>Company Registered Name:</b>	<b>St Paulus Pre-Primary and Primary School</b>	<b>Abbrev. Name with bank:</b>	<b>STPAULUSPS</b>
<b>Registration No.:</b>	<b>211094</b>		
<b>Beneficiary's Address:</b>	<b>23 Boekenhout Street, Brummeria, Pretoria 0184</b>		

**A. Authority**

<b>Name of account holder to debit:</b>					
<b>Domicile et executandi: (Address)</b>					
<b>Contact Numbers:</b>	(C)		(W)		
<b>Bank and Branch Name:</b>					
<b>Branch Code:</b>		<b>Acc. No.:</b>			
<b>Type of Account:</b>	<b>Current</b>		<b>Savings</b>		<b>Transmission</b>
<b>Amount to be deducted:</b>			<b>Debit order date:</b>	<b>1<sup>st</sup> of a month only</b>	

This signed Authority and Mandate refers to our contract dated \_\_\_\_\_ ("the Agreement").

I/We hereby authorise 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 in January 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 authorised to be issued must be issued and delivered as follows: monthly  
If the payment day falls on a Sunday, or recognised South African public holiday, the payment day will automatically be the very next ordinary business day.

Payment instructions due in December may be debited against my account on N/A.

I/We understand that the withdrawals hereby authorised will be processed through a computerised system provided by the South African Banks. I also understand that details of each withdrawal will be printed on my Bank statement. Such must contain a number, which must be included in the said payment instruction and if provided to me should enable me to identify the Agreement. This number must be added to this form in Section E before the issuing of any payment instruction.

**B. 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.

**I/We agree to pay any penalty bank charges relating to this debit order instruction.**

**C. 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 amounts which you have withdrawn while this Authority was in force, if such amounts were legally owing to you.

**D. 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 \_\_\_\_\_.

\_\_\_\_\_  
(Account holder on the bank account)

**E. Agreement Reference Number**

This Agreement reference number for debtor is: **STPAULUSPS**

**\*EFT Users may not use the tracking option and must exclude the option from their Authority and Mandate.**





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**SCHOOL FEE PAYMENT 2018**

I/We \_\_\_\_\_

Parent(s)/Guardian(s) of \_\_\_\_\_ in Grade(s) \_\_\_\_\_

in 2018, Debtor Account Number: \_\_\_\_\_ choose to pay school fees in the following way:

<input type="checkbox"/>	Once-off payment before 31 January 2018
<input type="checkbox"/>	Quarterly in advance at beginning of January, April, July and October.
<input type="checkbox"/>	Debit Order: Equal payments over eleven months (January – November), deducted on the 1 <sup>st</sup> of each month - amount to be advised per month for 11 months. (Please complete the enclosed Debit Order Facility Information Form)

**SCHOOL FEES:**

School Fees: R54 725.00

**PAYMENTS MUST BE MADE DIRECTLY INTO THE SCHOOL'S ACCOUNT.**

**SCHOOL BANKING DETAILS:**

Bank: Standard Bank  
Account name: St Paulus Pre-Primary and Primary School  
Account number: 011942355  
Branch: Hatfield  
Branch code: 011545

**Kindly use your Debtor Account Number/child's surname and initial(s) as reference when making payments.**

**SIGNATURES:** \_\_\_\_\_  
(Parent/Guardian 1) (Parent/Guardian 2)

**DATE:** \_\_\_\_\_

Kindly return this form by e-mail to [finance@stpaulus.co.za](mailto:finance@stpaulus.co.za), or fax to 012 804 5039.