

Dear Parent / Carer

Thank you for selecting to pay by Direct Debit.

We offer a variety of ways to pay, to make it as easy as possible for you to budget through the year. Please can you fill in the Direct Debit Mandate on page two and indicate your payment preferences on this page. Please quote your Customer ID number on both pages, below and in the Reference area of the mandate. You will find this on your latest invoice if you are unsure of it.

Once completed, please return to us either by

Email <u>fees@setrust.co.uk</u> with Direct Debit Mandate in the Subject Header

Post Fees Department Sapientia Education Trust Wymondham College Golf Links Road Wymondham Norfolk NR18 9SZ

The payment plans on offer are as follows:

Payment Term	Please Indicate Choice
9 Equal Monthly Payments – September to May	
Termly Collection – September, January, April	
Annual Collection - September	

We can now offer two collection dates for you to choose from:

Payment Term	Please Indicate Choice
15 th of the month (or next working day if this falls on a weekend)	
Last day of the month (or first working day should this fall on a weekend)	

Please enter your account reference here

Kind regards,

The Finance Team Wymondham College





Instruction to your Bank or Building society to pay by Direct Debit

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

Sapientia Education Trust	
Finance Office	
Golf Links Road	
Morley	
Wymondham	Service use
Norfolk	69
NR18 9SZ	0 9
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	Reference Instruction to Please pay S detailed in th Direct Debit with Sapienti electronically
To: The Manager Bank/building society	l
Address	Signature(s)
	4

Postcode

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Instruction to your bank or building society

Please pay Sapientia Education Trust 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 Sapientia Education Trust and, if so, details will be passed electronically to my bank/building society.

Signature(s)	
Date	

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

DDI2

This guarantee should be detached and retained by the payer.

