

DEBIT ORDER AUTHORISATION FORM

Student Details:

Student no.	
Surname	
First Names	
Tel no.	
Email	

I hereby request and authorize Theological Education by Extension College (TEE College) to **draw four instalments** against my bank account, **on the last day of the month**, in respect of fees owed on the above named student account.

The reference on you bank statement will be: MULTIDFORTEEC***** (***** will be your student number)

Account holder

Bank

Branch

Branch code

Account no.

Account type Cheque Savings

Semester 1 due dates: 28 Feb, 31 Mar, 30 Apr, 31 May

Semester 2 due dates: 30 Jun, 31 Jul, 31 Aug, 30 Sep

Terms and Conditions:

- All such withdrawals from my bank account shall be treated as though I had signed them personally.
- If the instalment date falls on a non-processing day (Saturday, Sunday or official public holiday), the undersigned account holder agrees that TEE College may process the instalment against their account on the first working day following the weekend of public holiday.
- I understand that the withdrawal hereby authorised will be electronically generated.
- I also understand that details of each withdrawal will be printed on my bank statement.
- I understand that TEE College reserves the right to cancel this authorisation, with immediate effect after an unpaid debit order.
- I agree that a R20 penalty be charged to the student account for each unpaid debit order (penalty amount is revised annually).
- I acknowledge that the obligation to ensure that my monthly instalments are received, remains with me despite the granting to TEE College of this authority.
- I may cancel this authorisation/instruction by notifying TEE College, giving thirty days' notice in writing.
- I understand that such cancellation will not relieve me of the liability in respect of any unpaid balance owing to TEE College.

Signature of Accountholder: _____ Date: _____