



# St. James' Church Kindergarten (Leedon)

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## DIRECT DEBIT AUTHORISATION APPLICATION FORM

\*Please select one option:

CDA Application

GIRO Application

**IMPORTANT: Please read overleaf "Information On Direct Debit Authorisation" before completing the form. Do not fax this form** as original signature(s) is required. **Application form must be completed in ink and Bank account holder must sign against amendments made. DO NOT use correction fluid/tape.** Incomplete or illegible details on the form will delay the processing.

### Section 1: For Applicant's Completion

Name of Child (As in BC): \_\_\_\_\_

Year & Level of enrolment (Class if applicable): \_\_\_\_\_

Child's Birth Certificate Number: \_\_\_\_\_

1. I/We hereby instruct you to process the BO's instructions to debit and credit my/our account.
2. The Bank is entitled to reject the BO's debit instruction if my/our account do / does not have sufficient funds and charge me/us a fee for so doing. The Bank may also have the discretion to allow the debit even if this results in an overdraft on the account and impose charges accordingly.
3. This authorisation will remain in force until terminated by your written notice sent to my/our address last known to you or upon receipt of my/our written revocation through the BO.

Bank's Name: \_\_\_\_\_

Account holder/ Name of Trustee (as in Bank Account): \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

Contact Number (Mobile): \_\_\_\_\_

My/Our Signature(s)/Company Stamp/Thumbprint(s): \_\_\_\_\_

*\*For thumbprint(s), you must approach your respective Bank with your identification documents for verification. For signature(s), you have the option to approach your respective Bank for verification.*

### Section 2: For BO's Completion

BO's Account Name:.	ST. JAMES' PRESCHOOL SERVICES (ANGLICAN) LTD.											
BO's SWIFT Code						BO's Account Number						
U	O	V	B	S	G	4	5	1	3	0	5	
S	G	X	X	X		1	9	1	8			
Debiting Account's SWIFT Code						Debiting Account's Account Number						
				S	G							
				S	G							
				X	X							
				X	X							
BO's Reference Number:												

### Section 3: For Bank's Completion

To St. James' Preschool Services (Anglican) Ltd.: This application is hereby **REJECTED** for the following reasons:

- Signature/Thumbprint differs from Bank's records
- Signature/Thumbprint incomplete/unclear
- Account operated by signature/thumbprint

- Wrong account number
- Amendments not countersigned by customer

Others: \_\_\_\_\_

\_\_\_\_\_  
Name Of Approving Officer

\_\_\_\_\_  
Authorised Signature

\_\_\_\_\_  
Date

### Information on Direct Debit Authorisation

- Your Direct Debit Authorisation (DDA) will be sent to your bank and will be processed within 4 – 6 weeks. You will receive an email on the status and effective date of the DDA arrangement upon approval.
- If you have set a payment limit on your Direct Debit deduction with your bank, ensure that the limit is sufficient to pay for the necessary fees. Some banks may charge an existing administrative fee for each unsuccessful deduction.
- If you have an existing DDA arrangement with us and wish to change your bank account, you will need to complete a new DDA form. The existing DDA arrangement shall remain in force until the new DDA application is approved.
- As regulated by MCYS with regard to CDA accounts, any refund of fees paid to the Kindergarten via the CDA must be returned to the respective accounts. The Kindergarten is therefore not allowed to make any refund by way of cash or cheque directly to parents.

### Information on Direct Debit Deduction

- You may use the DDA arrangement to pay for the following:
  - School Fees
  - Book Fees
  - Supplementary Fees

Please be reminded that payment of enrichment fees is not permitted from these accounts.

- Please ensure that you have sufficient funds in your bank account before the deduction date. There will be a bank charge of \$5 for each unsuccessful deduction.
- If you intend to use an existing DDA with us and/or use current DDA application to make payment for another child who will be joining the Kindergarten at a later stage, please come to the office to fill in the **Inclusion of Sibling** form to authorise the deduction. We are unable to make any deductions if we do not receive the authorisation from our parents.