



Southcity Christian College NPC (Registration No.2004/012009/08) t/a  
**SOUTHCITY CHRISTIAN SCHOOLS**  
**FINANCE**

**DEBIT ORDER INSTRUCTION**

FROM: \_\_\_\_\_ (Name of Parent)

\_\_\_\_\_ (Address)

\_\_\_\_\_

Child's Name: \_\_\_\_\_

\_\_\_\_\_

Contact Number: \_\_\_\_\_

TO: SOUTHCITY CHRISTIAN SCHOOLS  
 PO BOX 149  
 RAMSGATE  
 4275

**BANK ACCOUNT DETAILS**  
 First National Bank  
 Margate  
 Branch Code : 220128  
 Account Number : 52960343137  
 Swift Code : FIRNZAJJ

Abbreviated Name as Registered with the Bank: SOUTHCITY

Dear Sirs

The details of my/our bank account are as follows:

BANK \_\_\_\_\_

BRANCH NAME \_\_\_\_\_

BRANCH CODE \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_

TYPE OF ACCOUNT CURRENT/CHEQUE

Payment Monthly or on the FIRST day of each Term (delete which is not applicable)

|                |   |    |    |   |
|----------------|---|----|----|---|
| PREFERRED DATE | 7 | 16 | 26 | 1 |
|----------------|---|----|----|---|

Please indicate clearly the amount you wish to pay or write TOTAL should you wish the accumulated balance on your account to be deducted.

I hereby instruct and authorize you to draw against my/our account with the abovementioned bank the sum of R \_\_\_\_\_, the amount necessary for payment of the monthly/termly instalment due in respect of the abovementioned agreement on the last business day of each month/1<sup>st</sup> day of each school term (unless indicated otherwise above) and continuing until termination of our agreement or until cancelled by me/us in writing. All such withdrawals from my/our bank account by you shall be treated as though they had been signed by me/us personally.

I/We understand that the amount stated can only be adjusted by the School for annual or interim fee increases.

I/We understand that details of each withdrawal will be printed on my bank statement.

I/We agree to pay any bank charges levied by my/our bank relating to this debit order instruction.

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 I/We shall not be entitled to any refund of amounts which you have withdrawn while this authority was in force, if such amounts were legally owing to you.

Receipt of this instruction by you shall be regarded as receipt thereof by my/our bank.

**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 \_\_\_\_\_

\_\_\_\_\_  
 SIGNATURE



Dear Parents, please see below for the updated Debit Order Policy and Process:

#### DEBIT ORDER POLICY

1. All new parents are required to sign a debit order as part of the registration process.
2. Existing parents (Pre 1<sup>st</sup> January 2015) may opt not to use the debit order facility and will therefore pay the adjusted non debit order fees, **however in order to assist with administration we would urge all existing parents to move onto the debit order system ASAP.**
3. Parents may choose the annual, termly or monthly debit order.
4. **NB!** In order to ensure smooth processing of the debit orders, please assist us in choosing one of the four dates on the form where it best suits your cash flow for the month.
5. If an annual debit order is requested the annual full amount for school fees less the discount will be debited in January 2022 as per your debit order date. Please make sure the debit order date chosen, falls within the applicable discount cut-off date. If any extras are charged during the year, that amount will be debited in the month applicable.
6. If a termly debit order is requested, the termly amount for school fees less the discount will be debited on the 1<sup>st</sup> day of each term. If any extras are charged during the year, that amount will be debited in the month applicable as per your debit order date.
7. If a monthly debit order is requested. The monthly school fee amount plus the extras applicable for that month will be debited as per your debit order date.

#### WITHDRAWAL OF SERVICES POLICY

##### DEBIT ORDERS

1. If a debit order does not go through, an overdue one letter will immediately be sent to notify you of non-payment.
2. If the amount is not paid within two weeks an overdue two letter will be sent.
3. When the following months debit order is processed and the full amount owing does not debit, withdrawal of services will be actioned.

#### INTRODUCTION COMMISSION POLICY

1. A discount of 10% per referral off your oldest child's fees with a further 5% for siblings, for the year will be credited to your account monthly, **in the year applicable.**  
**NB! Fees must be kept up to date otherwise discount will be reversed.**
2. The referrer's full name must be on the original application document when submitted to the relevant secretary.
3. No referrals can be made once the original documents have been processed.
4. The introduction commission is only applicable to first time families to Southcity Christian Schools.

#### DEBIT ORDER PROCESS

1. A reminder SMS is sent two days before your Debit Order date to the cell phone number indicated on your Debit Order Form.
2. If you are aware that there will be insufficient funds in your bank account, **please reply to the SMS** or email me on [bursar@southcity.org.za](mailto:bursar@southcity.org.za) before 9am on the relevant day to avoid an Unpaid Debit Order fee of R150.
3. If you have requested that I do not submit the Debit Order as above, then you will need to EFT or deposit cash for that month. If this happens two months in a row, then you will be adjusted to the Non-Debit Order Fee.
4. The Debit Order run will be processed by 10am on the day it's due to go off. We manually enter it into FNB and do not make use of an outside company.
5. **NB!! We are by law, only allowed to debit the amount written on the Debit Order Form, therefore any extras charged during the year e.g. Workbooks/Photostat Notes etc. will need to be paid via EFT or Cash. If you wish to include any extras due in the month then you need to write TOTAL in the amount space and the TOTAL due for that month with be debited. You will also not need to fill in a new debit order form every year if you have written TOTAL as this will be sufficient to carry forward unless you wish to change your bank details then a new form must be completed.**

If you have any other questions regarding the Debit Order Process then please contact me, I will assist you with what you need to know.



Mrs Luanne Snyders  
Finance