

**Instruction to your
Bank or Building Society
to pay by Direct Debit**

Please complete fully and return to Cumnor House School
Cognita Schools Ltd, T/A Cumnor House
School
5 & 7 Diamond Court
Opal Drive
Eastlake Park
Fox Milne
Milton Keynes
MK15 0DU

Name(s) of Account Holder(s)

Bank/Building Society account number

To: The Manager
Bank/Building Society
Name and full postal address of your Bank or Building Society

Branch Sort Code

Postcode

Parent Reference

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Originator's Identification Number

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Signature(s)

Date

Banks and Building Societies may not accept Direct Debit instructions from some types of account

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit Cognita Schools Ltd will notify you 3 working days in advance of your account being debited or as otherwise agreed. If you request Cognita Schools Ltd to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit, by Cognita Schools Ltd or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society.
- - If you receive a refund you are not entitled to, you must pay it back when Cognita Schools Ltd asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

The Direct Debit Guarantee



The guarantee should be detached and retained by the payer