Richmond School
& Sixth Form College
Being the best we can be

DIRECT Debit

Instruction to your bank or building society to pay by Direct Debit

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

ARETE LEARNING TRUST T/A RICHMOND SCHOOL
Darlington Road
Richmond
North Yorkshire
DL10 7BQ

Service user number

1	8	4	8	8	3

FOR ARETE LEARNING TRUST T/A RICHMOND SCHOOL
OFFICIAL USE ONLY
This is not part of the instruction to your bank or building society.

Names of account holders

Bank/building society account number

Branch sort code

Name and full postal address of your bank or building society

To: The Manager — Bank/building society

Address

Postcode

Reference

Instruction to your bank or building society
Please pay ARETE LEARNING TRUST T/A RICHMOND SCHOOL 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 ARETE LEARNING TRUST T/A RICHMOND SCHOOL and, if so, details will be passed electronically to my bank/building society.

Signatures

Date

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

This guarantee should be detached and retained by the payer.

The Direct Debit Guarantee

DIRECT Debit

- 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 ARETE LEARNING TRUST T/A RICHMOND SCHOOL will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request ARETE LEARNING TRUST T/A RICHMOND SCHOOL 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 ARETE LEARNING TRUST T/A RICHMOND SCHOOL 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 ARETE LEARNING TRUST T/A RICHMOND SCHOOL 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.

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ARETÉ LEARNING TRUST