

DEBIT ORDER AUTHORISATION FORM – Option C – TEE College

Student details:

Student No		Surname		First names	
Cell No		Email address			

I, the undersigned, request Theological Education by Extension College NPC (TEE College) to arrange with my bank by means of a debit order, the payments in terms of the student fee contract ("Payment Option C" in the TEE College Rules & Regulations), including arrear amounts, for the above named student account.

Account holder Name		Account Number		Account Type	Cheque []	Savings []
Bank Name		Branch Name		Branch Code		
Mark the appropriate box for day of withdrawal: [15 th] – [20 th] – [25 th] – [Last day of the month]						
<i>The bank statement reference will be: "MULTIDFORTEEC-----" (where ----- is the student number)</i>						

This Debit Order Authorisation is entered into in terms of the "Option C" instalment payment plan when registering for courses with TEE College. Course deposits and other fees are to be settled immediately, the balance to be settled in up to four instalments. The first instalment date for first semester applications is the last day (28/29) of February, and for second semester applications is 30 June. The final instalment will be adjusted to settle the account.

Terms and Conditions

I, the undersigned, agree to the following:

- All such withdrawals from my bank account shall be treated as though I had signed them personally.
- If the debit date falls on a non-processing day (Saturday, Sunday or official public holiday), then TEE College may process the deduction on the first working day following the weekend or public holiday.
- I understand that the withdrawal hereby authorised will be electronically generated.
- I understand that details of each withdrawal will be printed on my bank statement.
- I acknowledge that the obligation to ensure that my monthly instalments are paid, remains with me despite the granting to TEE College of this authorisation.
- That a R20 penalty be charged to the student account for each unpaid debit order.
- I understand that TEE College reserves the right to cancel this authorisation with immediate effect after an unpaid debit order.
- I may cancel this authorisation by giving TEE College thirty days' notice in writing.
- That a R400 penalty will be charged to the student account if this authorisation is cancelled via the bank.
- That any cancellation of this authorisation will not relieve me of the liability in respect of any unpaid balance owing to TEE College.

Signature of the Account holder: _____

Date: _____

Note: Prior to processing the electronic collection TEE College will email a notification to the supplied email address indicating the collection date and the amount scheduled for collection. Please ensure that funds are available to process the transaction on that day, otherwise penalties / sanctions may be incurred.

Penalties:

UNPAID – if there are insufficient funds to process the debit order and the bank returns the transaction as 'unpaid' then the student account will receive a penalty charge (R20) and a manual payment for the instalment amount is immediately due. Repeat unpaid transactions will be treated as an abandonment of this agreement.

CANCELLED / ABANDONED – if the debit order is cancelled or abandoned in a manner other than that agreed to above then the student account will receive a penalty charge (R400), and the FULL OUTSTANDING AMOUNT becomes payable IMMEDIATELY. The College may use third parties to recover this amount.