



+27 031 205 5241



1 ZK Mathews Road,  
Glenwood, 4001



glenwood@glenwoodhighschool.co.za



## GLENWOOD HIGH SCHOOL & GIBSON HOUSE DEBIT ORDER 2025

<b>NAME OF PAYER</b>			
<b>ADDRESS &amp; CONTACT DETAILS</b>			
<b>PUPIL'S NAME</b>			
<b>ADMIN NO</b>			
<b>SCHOOL AND BOARDING FEES</b>			
The details of my/our Financial Institution account are as follows:			
<b>FINANCIAL INSTITUTION</b>			
<b>BRANCH NAME</b>			
<b>BRANCH CODE</b>			
<b>ACCOUNT NUMBER</b>			
<b>MONTHLY SALARY PAYMENT DATE</b>			
<b>AMOUNT SCHOOL</b>		R	
<b>AMOUNT BOARDING</b>		R	
<b>TYPE OF ACCOUNT (TICK APPLICABLE)</b>		<b>CHEQUE</b>	<b>TRANSMISSION</b>
		<b>SAVINGS</b>	<b>OTHER</b>
<b>TICK APPLICABLE</b>		<b>MONTHLY</b>	<b>TERMLY</b>
<b>Abbreviated Name as Registered with the Bank</b>		<b>GHS</b>	
<b>Beneficiary's Address</b>		<b>1 ZK Mathews Road, Glenwood</b>	

I/we hereby authorise you to issue and deliver payment instructions to your Banker for collection against my/our above-mentioned account at my/our above-mentioned Bank (or any other Bank or branch to which I/we may transfer my/our account) on condition that the sum of such payment instructions will never exceed my/our obligations as agreed to in the Agreement and commencing on \_\_\_\_\_ and continuing until this Authority and Mandate is terminated by me/us by giving you notice in writing of not less than 20 ordinary working days, and sent by prepaid registered post or delivered to your address as indicated above.

In the event that the payment day falls on a Sunday, or recognised South African public holiday, the payment day will automatically be the very next ordinary business day. I/we understand that the withdrawals hereby authorised will be processed through a computerised system provided by the South African Banks. I also understand that details of each withdrawal will be printed on my Bank statement. Such must contain a number, which must be included in the said payment instruction and if provided to me should enable me to identify the Agreement. This number must be added to this form in Section E before the issuing of any payment instruction.

I hereby request and authorise you, once the school and boarding fees for 2025 has been set, to draw against my Financial Institution account the relevant amount which will then be applicable for the payment of 11 monthly instalments of my School and OR Boarding Fee Contribution on one of the following dates each and every month, commencing on **15 January until 15 December 2025**.

(Mark selected date "X")

<b>DATE:</b>	<b>1<sup>st</sup></b>	<b>15<sup>th</sup></b>	<b>25<sup>th</sup></b>
--------------	-----------------------	------------------------	------------------------

All such withdrawals from my financial institution account by you shall be treated as though they had been signed by me personally.

This instruction will remain in force for the duration of my son's stay at Glenwood and will be increased as and when School fees are raised. There is no need to re-apply each year.

- A. **Mandate:** I/We acknowledge that all payment instructions issued by you shall be treated by my/our above-mentioned Bank as if the instructions have been issued by me/us personally.
- B. **Cancellation:** 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.
- C. **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.

**SHOULD A DEBIT ORDER BE RETURNED FROM THE BANK FOR ONE (1) MONTH, THE SCHOOL WILL DEEM IT TO BE CANCELLED AND THE ACCOUNT WILL BE IN DEFAULT.**

Signed at \_\_\_\_\_ on this the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

\_\_\_\_\_  
SIGNATURE of ACCOUNT HOLDER  
(as used for operating on the account)

EMAIL :

[retief@glenwoodhighschool.co.za](mailto:retief@glenwoodhighschool.co.za)