



## AGREEMENT TO SETTLE ACCOUNTS BY DIRECT DEBIT

Direct Debiting is a simple, reliable and economic way of settling your monthly accounts. We invite you to sign an Instruction to your Bank authorisation them to pay us variable amounts from your accounts at our request. You will appreciate that the Instruction needs to be for variable amounts because the payments due alter from week to week / month to month.

### Benefits to You

1. No worries about remembering to pay at the right time.
2. No need to write out and post cheques.
3. No queuing at cash offices or your Bank.

### Guarantees from Us

1. Direct Debits presented to the bank account names in your Instruction will only be for amounts due as detailed in the invoice/statement attached.
2. In the unlikely event of Direct Debits being presented in error, you can obtain an immediate refund from your Bank.
3. You can cancel the Instruction simply by informing your Bank and advising us accordingly.

By signing and returning the accompanying Direct Debit mandate you are agreeing to the following;

1. You must have signed up to the direct debit plan by filling in and returning the forms **prior** to your first class - after the first class direct debit payments **cannot be set up**. Payment plans can be weekly or monthly depending on your preference and run until the week before the course ends.
2. All courses require a non-refundable booking deposit **per course** prior to starting Direct Debit payments for the remainder of the fees.
3. A €10 charge is added to the cost of the course you choose to pay via direct debit.
4. Any Direct Debits returned unpaid incur a €3.30 bank charge which will be added to your fees.
5. Should you decide to discontinue your course you are still liable for all remaining fees outstanding.
6. If you decide to cancel your Direct Debit the remaining fees outstanding are due in full within two weeks of notification.

I agree to the above terms and conditions in relation to paying by Direct Debit.

Signed:

Date: