



Chevalier College

A Catholic secondary college conducted by the Missionaries of the Sacred Heart

acn 076 717 023 abn 21 328 709 826
address 11 Charlotte Street Burradoo
mail PO Box 243 Bowral NSW 2576
tel 02 4861 1488 fax 02 4862 1499
email office@chevalier.nsw.edu.au
website www.chevalier.nsw.edu.au

FORTES IN FIDE
STRONG IN FAITH

ALTERATION TO DIRECT DEBIT AUTHORITY

I/we request that the College amend my/our Direct Debit Authority as follows:

Cancel Direct Debit Authority, next due on: _____
Insert date – see notes below

Suspend direct debit payments from _____ to _____
[insert date] [insert date]

*Alter direct debit amount from \$ _____ to \$ _____

*Change the frequency of payments to:

[Tick one only]

Monthly on the 15th of each month

Weekly on the Friday of each week

*Effective date for alteration to authority _____
[insert date]

Account Holder Names and Signatures

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

PLEASE NOTE

This form cannot be accepted without a cancellation, commencement or recommencement date and signature. Thank you.

Cancellation

In the event of cancellation of the direct debit you will need to speak to the Business Manager regarding when and how your fee account will be paid out.

Suspension of Payment

In the event of a suspension of the direct debit, subsequent payments must be recalculated to incorporate the missed payments.

Please return your completed form to the Business Manager. If sending by mail, please post to the following address:

**The Business Manager
Chevalier College
PO Box 243
BOWRAL NSW 2576**