

## 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: \_\_\_\_\_  
Date

Suspend direct debit payments from \_\_\_\_\_ to \_\_\_\_\_  
Date Date

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

\*Change the frequency of payments to (*tick one only*):

- Monthly on the 15<sup>th</sup> of each month
- Weekly on the Friday of each week

\* Effective date for alteration to authority \_\_\_\_\_  
Date

### Account Holder Names and Signatures

Parent/Guardian 1: \_\_\_\_\_ Parent/Guardian 2: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

### Please note

#### 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 via one of the following methods (email is preferred):**

**By email:** [schoolfees@chevalier.nsw.edu.au](mailto:schoolfees@chevalier.nsw.edu.au)

**By mail:** PO Box 243, Bowral NSW 2576

**In person:** Chevalier College Accounts Office, 11 Charlotte Street, Burradoo  
(office hours are from 8.00am to 4.00pm, Monday to Friday)