

DEBIT ORDER INSTRUCTIONS

Ref 2013/06

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Islamia College
Cape Town - South Africa

SECTION A : ACCOUNT HOLDER

SURNAME

| | | | | | | |
|-------|-----|----|------|----|-----|------|
| MR | MRS | MS | MISS | DR | REV | PROF |
| OTHER | | | | | | |

DESIGNATION

FULL NAMES AS ON ID DOCUMENT

| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

IDENTITY NUMBER

CONTACT NO _____ E-MAIL ADDRESS (PLEASE WRITE LEGIBLY) _____

SECTION B : FEES STRUCTURE 2019

| Grade | Full Fees 2019 | 10 x Monthly Payments | | ONLY COMPLETE THIS FORM IF YOU ARE CURRENTLY NOT ON A DEBIT ORDER ARRANGEMENT, OR TO UPDATE EXISTING DETAILS. |
|----------|----------------|-----------------------|------------------------|---|
| | | Single Learner | Learners with Siblings | |
| R/0 | R 21,000.00 | R 2,100.00 | R 2,050.00 | |
| Gr 1-3 | R 29,500.00 | R 2,950.00 | R 2,900.00 | |
| Gr 4-6 | R 31,000.00 | R 3,100.00 | R 3,050.00 | |
| Gr 7-9 | R 37,500.00 | R 3,750.00 | R 3,700.00 | |
| Gr 10-12 | R 38,500.00 | R 3,850.00 | R 3,800.00 | |

SECTION C : BANK DETAILS

| | | | | | | | | | | | | | | | | | | | |
|--------------------------------|--------|--|---------|--|--------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| BANK NAME | | | | | | | | | | | | | | | | | | | |
| ACCOUNT HOLDER - INT & SURNAME | | | | | | | | | | | | | | | | | | | |
| ACCOUNT NUMBER | | | | | | | | | | | | | | | | | | | |
| BRANCH CODE | | | | | | | | | | | | | | | | | | | |
| ACCOUNT TYPE | CHEQUE | | SAVINGS | | TRANSMISSION | | | | | | | | | | | | | | |

SECTION D : DEBIT ORDER AMOUNT

| FAMILY CODE: | SURNAME , NAME & GRADE FOR 2019 | DEBIT ORDER AMOUNT (Monthly) |
|--------------------------|---------------------------------|------------------------------|
| LEARNER 1 | | R |
| LEARNER 2 | | R |
| LEARNER 3 | | R |
| LEARNER 4 | | R |
| LEARNER 5 | | R |
| TOTAL DEBIT ORDER | | R |

I hereby authorise the Islamia College Administration Department to issue and deliver payment instructions to the bank for collection against my account at the abovementioned bank (or any other bank or branch to which I may transfer my account). **Mandate is terminated by me by giving the Islamia College Administration Department written notice of no less than 1 (one) calendar month, delivered by hand to the administration department, and emailed to info@islamia.co.za**

Debit my Account on the

| | | | | |
|-----------------|-----|------|------|------|
| 2 nd | 7th | 15th | 25th | 30th |
|-----------------|-----|------|------|------|

 of every calendar month between January and October.

In the event that the Payment Day falls on a Saturday, Sunday or recognised South African public holiday, the Payment Day will automatically be the next ordinary business day. Further, if there are insufficient funds in the nominated account to meet the obligation, Islamia College is entitled to track my account and re-present the instruction for payment as soon as sufficient funds are available in my account.

SECTION E : MANDATE

I acknowledge that all payment instructions issued by Islamia College shall be treated by my abovementioned bank as if the instructions had been issued by me personally.

SIGNED AT _____ ON THIS _____ DAY OF _____ 20 _____

ACCOUNT PAYER NAME _____ SIGNATURE _____

ISLAMIA COLLEGE CAPE TOWN - FINANCIAL TERMS AND CONDITIONS (COMPULSORY TO COMPLETE)

1. ACCEPTANCE OF LIABILITY

- 1.1. The person responsible for the Account (hereafter the Account Holder) assumes liability for the Account, alternatively binds him-/herself as co-debtor and surety for payment of all school fees to the School.
- 1.2. The parent/legal guardian, binds him-/herself as surety and co-debtor for the payment of all school fees by the Account Holder or any other payments that may arise from this Agreement.

2. METHOD OF PAYMENT, please indicate preferred method of payment

PLEASE TICK :

- 2.1. a) **ANNUAL** (less 5% discount if settled before 28th February)
- b) **MONTHLY PAYMENT OPTION: 10 months (January – October)**
- o DEBIT ORDER (Complete attached form to have your fees deducted via Debit Order)
- o OTHER:
 - Debit/Credit card (facilities are available at the Administration Office)
 - EFT Payments
 - Cash / Card payments at an Easypay outlet

- 2.2 For the safety and security of our learners, **Cash and Cheque payments have been discontinued.**
- 2.3 Payment of school fees is not subject to presentation of a statement. Payments are made in accordance with the applicable fee structure of the School.
- 2.4 Statements will however be sent in accordance with your preferred method of payment.
Please ensure that we have your latest e-mail address on record so that you can receive fee statements via email. Statements will be sent to the email address of the account holder.
A hard copy of your fee statement will be sent home with your child if you do not have an e-mail address. We however encourage you to create a free email account by following the link on the schools website www.islamiacollege.co.za

3. ARREAR SCHOOL FEES

- 3.1. If school fees are 1 month in arrears
If you have simply forgotten to pay, then please do so without delay
Otherwise contact the Administration Office (contact details below) to discuss your situation.
You will receive an email and/or sms from the Credit Controller.
Please remember to honour any payment arrangements made.
- 3.2. If school fees are 2 months in arrears
The Student will be refused entry to the School's premises until all arrear fees are settled or appropriate written arrangements are made with the Administration department.
This letter will be sent by registered mail to the Legal Domicile Address supplied in the Information Form
Please remember that if this address has changed, the onus is on you to advise the School of the updated address.
Unless appropriate arrangements are made with the Administration Office, your account will be handed over to the School attorneys for collection
Please note that once this happens, you should make all payments directly to the attorneys.
All attorney costs will be for your own account.

Please note: Once the fee account is in arrears, the full year's school fees will become immediately due and payable. This means that if your account is handed over to the attorneys, it will be handed over for the full balance.

4. GENERAL

- This Agreement constitutes the whole Agreement between the parties relating to the subject matter hereof. No amendment or consensual cancellation of this Agreement or any provision or term thereof or of any Agreement, bill of exchange or other document issued or executed pursuant to or in terms of the Agreement and no settlement of any disputes arising under this Agreement and no extension of time, waiver or relaxation or suspension of any of the provisions or terms of this Agreement or of any Agreement, bill or exchange or other document issued pursuant to or in terms of this Agreement shall be binding unless recorded in a written document signed by the parties. Any such extension, waiver or relaxation or suspension which is so given or made shall be strictly construed as relating strictly to the matter in respect whereof it was made or given.

5. JURISDICTION

- The parties hereby consent to the jurisdiction of the Magistrate's Court having Jurisdiction in respect of any dispute relating to this agreement, notwithstanding that the amount in issue may exceed the jurisdiction of such Court.

6. CREDIT INFORMATION

- The account holder, surety or legal guardian hereby consents to the disclosure and exchange of personal financial information to a credit bureau or financial institution in accordance with the Credit Act of 2005.

7. CANCELLATION

- 7.1. The Account Holder undertakes to give a full terms written notice of termination of the enrollment of a Student, failing which the liability be incurred for the full amount of the following term's fees.
- 7.2. The School shall be entitled to terminate the enrollment of any Student under the following circumstances:
Summarily, and with immediate effect, if the Student is guilty of an offence which, in the sole opinion of the School, renders his / her continued enrollment at the School impossible, in which event the Account Holder, after deduction of all amounts otherwise owing to the School, will be refunded a pro-rata proportion of any fees already paid in advance in respect of such Student.

SIGNATURE OF ACCOUNT HOLDER _____

DATE: _____

| | | | |
|-----------------------------|--|--------------|--|
| Learner 1: (Name & Surname) | | Grade (2019) | |
| Learner 2 (Sibling) | | Grade (2019) | |
| Learner 3 (Sibling) | | Grade (2019) | |

