# Instruction to your Bank or Building Society to pay by Direct Debit

Cognita Schools Ltd / TA Huddersfield Grammar School
5 & 7 Diamond Court
Opal Drive
Eastlake Park
Fox Milne
Milton Keynes
MK15 0DU

**Originator's Identification Number**

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**Name(s) of Account Holder(s)**

**Reference**

**Instruction to your Bank or Building Society**
Please pay Cognita Schools Ltd Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Cognita Schools Ltd and, if so, details will be passed electronically to my Bank/Building Society.

**Bank/Building Society account number**

**Branch Sort Code**

**Name and full postal address of your Bank or Building Society**

To: The Manager Bank/Building Society

Address

Postcode

Signature(s)

Date

Banks and Building Societies may not accept Direct Debit Instructions from some types of account

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This guarantee should be detached and retained by the Payer.

## The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit Cognita Schools Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Cognita Schools Ltd to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit, by Cognita Schools Ltd or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society.
  - If you receive a refund you are not entitled to, you must pay it back when Cognita Schools Ltd asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.