Notes on completing the direct debit form.

1. There is the option of the direct debit going out on either the 1st or 15th of the month, please tick which option you prefer.
2. If you have more than child having individual lessons, you need to complete one form per child.
3. Do not complete the reference section; we will complete that once you have completed the form.
4. The direct debit form will be rejected if there is any crossing out on the form. If you make a mistake, you will have to complete a new form; you cannot use tippex to rectify a mistake.
5. We cannot accept scanned copies of the direct debit form; we must have the original.
6. If there are any amendments to the annual lesson total, your direct debit will be amended to reflect the change and you will be advised of the new total in writing.
7. Don’t forget to retain the direct debit guarantee at the bottom of the form.
8. Do not write on any other part of the form, it will be rejected and you will need to complete a new form if you do.
9. Please return the completed form to the MAPAS office at Moorside High, not the head office address on the form.

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