

# STANDING ORDER MANDATE

Please print in block capitals, as clearly as you can

To.....Bank (insert name of your bank)

Postal

Address.....

.....

.....

.....

..... (please insert the full postal address of your **bank branch, including postcode**)

Please pay: **HSBC, Nailsea Branch**    Sort code: **40-34-39**    Beneficiary: **The Wedding Planner School**

Account Number: **21379232**    Quoting reference .....(enter your surname)

The sum of £.....-.....p    Amount in words.....

Commencing...../...../.....(enter your chosen date of first payment) and thereafter every month on the .....<sup>th/st</sup> day of the month

Until...../...../.....(enter date of last payment) and debit my/our account accordingly.

The account to be debited is: Name (of account).....

Account Number

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Sort Code

		-			-		
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If there are any special instructions please tick this box  and write overleaf.

Signature(s).....

..... Date.....

## Banks may decline to accept instructions to charge standing orders to accounts other than Current Accounts

*Note: The bank will not undertake to:*

- a) make any reference to VAT or pay a stated sum plus VAT or other indeterminate element*
- b) advise remitter's address to beneficiary*
- c) accept instructions to pay as soon after the specified date as there are funds to meet the payment if funds are not available on the specified date.*



You may cut this slip off and keep it for reference

### Notes to applicants

*When you have completed this form, you can either:*

- a) Send it to your own branch and let us know what you have arranged by writing it on your application form* **OR**
- b) Send it to us with your application form and we will forward it to your bank (please note this will result in a delay of up to 10 working days)*

If you have not provided all of the information requested above, it will result in delays for which WPS cannot be held responsible.

The payments must all be the same, up to a maximum of 4 payments, unless you have agreed other terms with a member of WPS staff. Please note that payment by standing order will mean a delay in the transfer of funds by a minimum of 3 days and therefore a delay in receiving your pack.

Please note that credit has been granted to you on a basis of goodwill and may be withdrawn at any time if you fail to adhere to the above payment mandate. We cannot authorise the despatch of your course materials until the first payment has been received and verified. If you do not have adequate funds or cancel the standing order without making alternative arrangements for payment, you may be removed from the course without notice or refund.

### Quick reference

Single subject courses	£409 + £5 = £414	divided into 4 payments = £103.50
Combined subject courses	£495 + £5 = £500	divided into 4 payments = £125.00
[Concessions	£395 + £5 = £400	divided into 4 payments = £100.00]

2 courses single subject	£409 + £395 + £5 = £809	divided into 4 payments = £202.25
2 courses combined subject	£495 + £395 + £5 = £895	divided into 4 payments = £223.75