

AMENDING A STANDING ORDER

Your Details

Your Reference Number		
Name of Parent of Guardian		
Name of Child #1		£20
Name of Child #2		+ £10
Name of Child #3		+ £10
Name of Child #4		+ £10
	Your Standing Order Amount to pay per month is	£

What is a Standing Order?

With standing orders, you are giving your bank or building society an instruction to pay a certain individual/institution's bank account a set sum at regular intervals - usually monthly. The sum cannot change unless **you cancel the existing instruction and set up a new one.**

How long does it take for a standing order payment to reach the school?

Generally it takes 3 working days for a standing order payment to move from one bank account to another, so would not include weekends or bank holidays.

How do I cancel a Standing Order?

You are also the only person that can cancel a standing order. You can cancel a standing order at any point in branch, over the phone or via secure online banking. However, make sure you inform the school before you do, as you could incur fees or penalties for non-payment.

School Fees and Payment Information

1 Child	£240 per year	2 Children	£360 per year	3 Children	£480 per year	4 Children	£600 per year
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School fees are paid monthly, spread over a 12 months. Payments are collected on the **21st day** of each month. The school is a not-for-profit organisation. The fees collected are used to pay rent for the premises, books and stationary, photocopying and printing, Eid parties and other running expenses etc.

What is my Reference Number?

Your Reference Number will have been sent to you via SMS text message or e-mail. Please forward this completed form to: Abu Bakr School, 29 Wolsey Way, Cambridge CB1 3JQ or by e-mail to LatifRajput@hotmail.com

>>>IF YOU ARE PRINTING THIS DOCUMENT AT HOME, PLEASE PRINT SINGLE SIDED ONLY<<<

Amend a Standing Order Instruction

Please amend the following Standing Order. Please complete this form in **BLOCK CAPITALS** and in black ink.

(1) To My Bank

My Bank Name	
My Bank Address	
My Bank Account Number	
My Bank Sort Code	

(2) Please Pay

Payee Bank Name	BARCLAYS BANK		
Payee Account Name:	ABU BAKR ISLAMIC SCHOOL		
Payee Sort Code:	20-17-35		
Payee Account Number	10187348		
First Payment Amount	£	Date of First Payment	
Regular Payment Amount	£	Frequency of Payment	MONTHLY, ON THE 21 ST OF EACH MONTH Pay until further notice.
This amendment is to take effect immediately (tick)	<input type="checkbox"/>	Or with effect from date	
Payment Reference Number	(Please enter the Reference Number that the school has given you)		

(3) My Details

Name	
Telephone	
Signature(s):	
Print Name(s):	
Date	

This form should be completed and forwarded to **ABU BAKR ISLAMIC SCHOOL**