

# BANK DEBIT ORDER FORM



CAPE TOWN CREATIVE ACADEMY

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The Old Biscuit Mill, 373 Albert Road  
Woodstock, 7915, Cape Town

PO Box 494, Woodstock Cape Town,  
South Africa, 7915  
Reg. no. 2011/119961/07

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## TO: CAPE TOWN CREATIVE ACADEMY

Abbreviated name as registered with the bank: CTCA

The Old Biscuit Mill, 373 Albert Road

Woodstock, 7915, Cape Town South Africa

## FROM:

Student no \_\_\_\_\_

Student name & surname \_\_\_\_\_

Debtor name & surname \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Code \_\_\_\_\_

Contact no \_\_\_\_\_

Dear Sir/Madam, the details of my/our account is as follows:

Account holder name & surname \_\_\_\_\_

Bank \_\_\_\_\_

Branch name & town \_\_\_\_\_

Branch code \_\_\_\_\_

Account no \_\_\_\_\_

Type of account

current  savings  transmission

Monthly debit amount

R \_\_\_\_\_,00

Date in month

Commencement date from

1 February \_\_\_\_\_ to 1 November \_\_\_\_\_

This signed Authority and Mandate refers to our contract as dated as on signature hereof ("the Agreement"). I / We hereby authorise you to issue and deliver payment instructions to the bank for collection against my / our abovementioned account at my / our above mentioned bank (or any other bank or branch to which I / We may transfer my / our account) on condition that the sum of such payment instructions will never exceed my / our obligations as agreed to in the Agreement, and commencing on the commencement date and continuing until this Authority and Mandate is terminated by me / us by giving you notice in writing of no less than 20 ordinary working days, and sent by prepaid registered post or delivered to your address indicated above.

The individual payment instructions so authorised to be issued must be issued and delivered as follows:

i. On the \_\_\_\_\_ day ("payment day") of each and every month commencing on \_\_\_\_\_.

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

ii. Monthly; on or after the dates when the obligation in terms of the Agreement is due and the amount of each individual payment instruction may not be more or less than the obligation due;

I / We understand that the withdrawals hereby authorised will be processed through a computerized system provided by the South African Banks and I also understand that details of each withdrawal will be printed on my bank statement. Each transaction will contain a number, which must be included in the said payment instruction and if provided to you should enable you to identify the Agreement. A payment reference is added to this form before the issuing of any payment instruction. I / We shall not be entitled to any refund of amounts which you have withdrawn while this authority was in force, if such amounts were legally owing to you.

**MANDATE**

I / We acknowledge that all payment instructions issued by you shall be treated by my/our above mentioned bank as if the instructions had been issued by me/us personally.

**CANCELLATION**

I / We agree that although this Authority and Mandate may be cancelled by me / us, such cancellation will not cancel the Agreement. I / We shall not be entitled to any refund of amounts which you have withdrawn while this authority was in force, if such amounts were legally owing to you.

**ASSIGNMENT**

I / We acknowledge that this Authority may be ceded to or assigned to a third party if the agreement is also ceded or assigned to that third party, but in the absence of such assignment of the Agreement, this Authority and Mandate cannot be assigned to any third party.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE AS USED FOR SIGNING CHEQUES

**FOR OFFICE USE**

AGREEMENT REFERENCE NUMBER

This Agreement reference number is: \_\_\_\_\_

All programmes offered by the Cape Town Creative Academy (Pty) Ltd (2011/119961/07) are accredited by the Council on Higher Education and registered on the National Qualifications Framework on level 7 by the South African Qualifications Authority. The Cape Town Creative Academy is provisionally registered with the Department of Higher Education and Training: No 2014/HE07/009.

Programme	Council on Higher Education	SA Qualifications Authority	NQF status
Bachelor of Arts (Audiovisual Studies)	H/PR624/E003CAN	93546	7
Bachelor of Arts (Communication Design)	H/PR624/E001CAN	93545	7
Bachelor of Arts (Interaction Design)	H/PR624/E002CAN	91116	7