# Automatic Payment Request

**WelTec**
Te Whare Wānanga o te Awakairangi

Please use this form if you want to set up an automatic payment direct from your bank to WelTec, to pay your student fees.

**Return to:**

Reception at any Campus or **Mail to:** Private Bag 39814, Lower Hutt 5045

**Email to:** leonie.davidson@weltec.ac.nz

www.weltec.ac.nz

0800 935 832

## 1  PERSONAL DETAILS

**Legal Family Name(s)**

**Legal Given Name(s)**

**WelTec Student ID**

**Date of Birth**

Day  Month  Year

**Postal Address**

**Telephone**

( )

Postcode

**\* Mobile**

( )

**\* Email**

## 2  AUTOMATIC PAYMENT DETAILS

**Name of Programme**

**Required frequency**

☐ Weekly    ☐ Fortnightly    ☐ Monthly

**Day automatic payment is to come OUT of YOUR bank**

☐ Monday    ☐ Tuesday    ☐ Wednesday    ☐ Thursday    ☐ Friday

**Date automatic payment should start**

Day  Month  Year

## 3  DECLARATION

**I confirm that the information provided on this form is true and accurate.**

**Student Signature**

**Date**

Day  Month  Year

### Additional Information

All course fees will be calculated to ensure they are paid before the end date of your course.

A fee will be charged for administration costs as follows: **10% charge for invoices from $10 to $499; $50 for all invoices $500 and over**. Administration fees are not applied to course related costs.

Your automatic payment will be worked out to have fees paid off before your course finishes.  WelTec's Bank account details will be emailed to your current email address.  An automatic payment agreement form will be posted to your current address.

If you are confused or need clarification about paying by automatic payment please do not hesitate to call me on 0800 935 832

Thank you,

Leonie Davidson - Finance

leonie.davidson@weltec.ac.nz