

Membership Application Form

Healthcare Plan Administered by Easy Direct Debits Limited

Practice Name / Surgery:

YOUR DETAILS:

Please complete the following information in **CAPITALS**

Title: Mr Mrs Ms Miss Other

First Name:

Surname:

Address:

Postcode:

Telephone:

Email address:

How did you hear about our healthcare plan?

[Office use only] Client reference: [Office use only] Staff Member: /

YOUR PET'S / PETS' DETAILS:

Please complete the following information in **CAPITALS**

If you have more than three pets to join, please ask at reception for another form.

	1st Pet	2nd Pet	3rd Pet
Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Species:	Dog / Cat / Rabbit	Dog / Cat / Rabbit	Dog / Cat / Rabbit

[Office use only]

Weight:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Plan:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Monthly fee:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Start date:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pet reference:	<input type="text"/>	<input type="text"/>	<input type="text"/>

PLEASE SIGN HERE

Your practice has terms and conditions of joining the healthcare plan, and separate information which explains what is included when you join.

Please sign to confirm that you have read and understood those terms, and that you would like to join for the benefit of the pet(s) named above.

Your signature: Date:

Signed on behalf of the practice: Date:

HOW WE USE YOUR INFORMATION

- Easy Direct Debits Limited and your veterinary practice will hold and use your personal data (as defined by UK data protection laws) for the purpose of administering your preventative healthcare plan.
- Both Easy Direct Debits Ltd and your veterinary practice may record and monitor inbound and outbound telephone calls for training purposes. These calls may also be referred to in relation to any future queries.
- We will take all reasonable precautions to ensure the security of your data. Your data will not be shared with anyone else unless there is a legal requirement for us to do so.
- You have the right to see your personal data. If you have any queries about the data we hold, or how we use it, please write to either the Practice Manager at your veterinary practice or Easy Direct Debits Limited, 99 Holdenhurst Road, Bournemouth BH8 8DY.

Easy Direct Debits Limited



Please complete and return this form to reception at your veterinary practice.

Name(s) of account holder(s)

Account number (normally 8 digits)

Branch sort code

 - -

Name and full postal address of your Bank/Building Society

Banks and building societies may not accept Direct Debit Instructions for some types of account

The Direct Debit Guarantee



- The Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit the organisation will notify you 3 working days in advance of your account being debited or as otherwise agreed. If you request BPS re Easy Direct Debits Limited to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by BPS re Easy Direct Debits Limited or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
 - If you receive a refund you are not entitled to, you must pay it back when the organisation asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

Instruction to your bank or building society to pay by Direct Debit

Service User Number

2	7	4	9	1	9
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Instruction to your Bank or Building Society

Please pay BPS re Easy Direct Debits Limited Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with BPS re Easy Direct Debits Limited and, if so, details will be passed electronically to my bank/building society.

Signature

Date

Terms and conditions of Pet Healthcare Plan membership

We don't like long and boring legal stuff, but when joining the Pet Healthcare Plan you are accepting these terms and conditions. It is important to read them carefully, and please ask a member of staff if you have any queries.

If you would like a copy of these terms and conditions in larger print – please ask at reception.

1. The Pet Healthcare Plan is a rolling annual preventative healthcare programme. The Pet Healthcare Plan is not an insurance policy.
2. Membership of the agreement constitutes an agreement between you and St Anne's Veterinary Group. Membership and benefits are not transferable to another practice.
3. You will receive discounted products and services during the course of your membership including, but not limited to, vaccines and flea / worming / tick treatments and a full health check with one of our vets. Full details of what is included are available from the practice.
4. The fee for your pet will be determined by its species, age and weight.
5. Of course, your pet can still receive treatment outside the scope of the Pet Healthcare Plan and this will be charged in accordance with the practice's normal fees, terms and conditions.
6. These Pet Healthcare Plan terms and conditions should be read in conjunction with any additional information including, but not limited to, literature provided by the practice detailing what is included in the Pet Healthcare Plan. That literature forms part of these terms and conditions.
7. **Your responsibilities** – you are responsible for following our vets' and nurses' guidance, and for ensuring your pet attends the practice regularly for the preventative healthcare checks which are included as part of your membership of the Pet Healthcare Plan. If we are unable to maintain your pet's health because you haven't followed guidance or attended the practice we may need to terminate your membership. Termination would be in writing as outlined below, and with immediate effect.
8. Your membership fees will be collected by Direct Debit on a monthly basis.
9. We use Easy Direct Debits Limited to collect Direct Debits on our behalf, and your bank statements will show a payment to Easy Direct Debits on behalf of St Anne's Veterinary Group. For the avoidance of doubt, your

agreement is with St Anne's Veterinary Group. Easy Direct Debits Limited merely provide support to the practice, which includes transferring your payments.

10. Membership for each pet will renew automatically on the anniversary of the date that your pet joined the Pet Healthcare Plan.

11. We will tell you in advance, in writing, if there is to be a change in membership fees on your renewal date. We will always give you at least 30 days' notice of any change in fees as a result of our annual review.

12. In between our annual fees review, your pet's monthly fees may also change as your pet's age / weight change. A change in fees due to a change in weight / age will take effect as soon as is reasonably practical. This applies to both increases and decreases in weight.

13. Failed Direct Debit payments, eg because of a lack of available funds, cause a significant increase in administration costs for the practice. We reserve the right to charge an administration fee of £14.40 for each failed payment. This administration charge will be added to your account.

14. After a failed Direct Debit payment, we will re-present our payment request to your bank after 3-5 working days.

15. If the second payment request also fails, a second administration charge may be added to your account. We will make a third and final payment request to your bank after a further 3-5 working days. If this payment request is unsuccessful your Pet Healthcare Plan membership will be cancelled automatically and your pet will no longer receive the associated benefits and discounts.

16. If your Pet Healthcare Plan membership is cancelled automatically because of failed direct debits, your account will be reviewed and you will be charged the full price of any products and services received during the course of your membership, minus any membership fees received to date.

17. Ending our agreement / cancelling your membership:

- You may cancel your membership on your anniversary date (which is the anniversary of the date you joined) by giving us not less than one month's notice.
- If you cancel your membership before your anniversary date, we will review your account and, where applicable, charge you retrospectively the full price of any products and services received during the course of your membership, minus any membership fees received to date.
- We may end our agreement by giving you written notice as outlined below.

18. Unpaid bills relating to your membership fees, treatment received or medicines dispensed will be handled in accordance with our standard terms and conditions (available on request) and may be referred to a third party debt collection agency.

19. Notice:

- With regard to this agreement, either party wishing to give notice to the other should do so in writing.
 - 'In writing' includes emails, letters sent by post, or delivered by hand.
 - When we write to you by post, we will use the address most recently provided.
 - If you wish to write to us, please use the email address admin@stannevets.co.uk or send letters to Pet Healthcare Plan Administration, 6 St Anne's Road, Eastbourne, BN21 2DJ
20. Should you ever have cause to complain about the service you receive, please follow the practice's normal complaints procedure (available on request).

How we use your information

21. Easy Direct Debits Limited and St Anne's Veterinary Group will hold and use your personal data (as defined by UK data protection laws) for the purpose of administering your preventative healthcare plan.
22. Both St Anne's Veterinary Group and Easy Direct Debits Ltd may record and monitor inbound and outbound telephone calls for training purposes. These calls may also be referred to in relation to any future queries.
23. We will take all reasonable precautions to ensure the security of your data. Your data will not be shared with anyone else unless there is a legal requirement for us to do so.
24. You have the right to see your personal data. If you have any queries about the data we hold, or how we use it, please write to either St Anne's Veterinary Group, 6 St Anne's Road, Eastbourne, BN21 2DJ or Easy Direct Debits Limited, 99 Holdenhurst Road, Bournemouth BH8 8DY.

