

Accommodation

Direct Debit Payment Plan 2014/2015

Student Name _____

*DMU ID/Student Number or Accommodation Reference _____

*If Student Number is not known, please quote your UCAS Registration Number.

PLEASE CONFIRM THE HALLS YOU HAVE BOOKED

HALLS OF RESIDENCE	CONTRACT LENGTH		
	38 Weeks and 1 Day	43 Weeks and 1 Day	50 Weeks and 1 Day
Waterway Gardens	£3,699.86 <input type="text"/>	£4,184.86 <input type="text"/>	£4,863.86 <input type="text"/>
New Wharf	£3,776.14 <input type="text"/>		
Bede	£3,776.14 <input type="text"/>		

SELECT A PAYMENT PLAN

Payment Plan	Collection Date	Payment Period	Select One Option Only	Number of Payments
Monthly Plan	2nd of month	November to February	<input type="text"/>	4
Termly Plan	21st of month	October, January & April	<input type="text"/>	3

One mandate can be assigned to one payment plan only.

Two mandates, and two forms will have to be completed if more than one plan is required.

Mandates can be accepted from parents or guardians in settlement of student fees.

Please note direct debits cannot be set up on savings only accounts. If unsure please contact your bank.

PLEASE COMPLETE

Name, Address and Contact Number of Direct Debit account holder

Please Print

Title (ie Mr, Mrs, Ms) _____

Name _____

Address _____

Post Code _____

Telephone Number _____

Email Address _____

If you have any queries relating to this plan or with Direct Debit collections in general, please contact us on (0116) 250 6429. Please return the completed form and mandate to: Income Section, De Montfort University, The Gateway, Leicester LE1 9BH.

A letter confirming acceptance on to the direct debit scheme will be sent to you.

Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in the whole form using a ball point pen and send it to:

Finance Department
De Montfort University
The Gateway
LEICESTER
LE1 9BH

Name(s) of Account Holder(s)

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Bank/Building Society Account Number

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Branch Sort Code

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Name and full postal address of your Bank/Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Student Number

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Originator's Identification Number

7	6	4	3	7	9
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Reference Number (For Office Use Only)

S	L	3						
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Instruction to your Bank or Building Society

Please pay De Montfort University 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 De Montfort University and, if so, details will be passed electronically to my Bank/ Building Society.

Signature(s)

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Date

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Banks and Building Societies may not accept Direct Debit Instructions for some types of account.



This guarantee should be detached and retained by the Payer.

The Direct Debit Guarantee



- This 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 De Montfort University will notify you five working days in advance of your account being debited or as otherwise agreed. If you request De Montfort University 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 De Montfort University 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 De Montfort University 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.