

Tuition

Direct Debit Payment Plan 2013/14

Student Name _____

*DMU ID/Student Number _____

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

The grid below has been constructed to help you calculate the charges the University will make to you and make provision for the payment of these charges.

	£
(A) Total Tuition charge	<input type="text"/>
(B) Tuition Fee Loan	<input type="text"/>
(C) Subtotal Net Tuition payment (A-B=C)	<input type="text"/>

NOTE:
If a full tuition fee loan
has been approved,
you do not need to
complete this form.

(D) Total amount to be paid by Direct Debit £

Select a payment plan

Payment Plan	Collection Frequency	No. of Payments	Period	Select One Option Only
Monthly Plan	2nd of month	<input type="checkbox"/> Max. 7	November to May	<input type="text"/>
Termly Plan	21st of month	3	October, January & April	<input type="text"/>

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

Student Number

--	--	--	--	--	--	--	--

Originator's Identification Number

7	6	4	3	7	9
---	---	---	---	---	---

Reference Number (For Office Use Only)

S	L	1							
---	---	---	--	--	--	--	--	--	--

Name(s) of Account Holder(s)

Bank/Building Society Account Number

--	--	--	--	--	--	--	--

Branch Sort Code

--	--	--	--	--	--

Name and full postal address of your Bank/Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

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)

Date

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.