



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

Please fill in the whole form including official use box using a ball point pen and send it to:	Service	User Ni	ımber				
Gloucestershire College	4	0	9	6	9	5	
Cheltenham Campus	<u> </u>	403033					]
Princess Elizabeth Way							
Cheltenham							
Gloucestershire		FOR Gloucestershire College OFFICIAL USE ONLY This is not part of the instruction to your Bank or Building Society.					
GL51 7SJ							
		Preferred Collection Date					
Name(s) of Account Holder(s)		5th 20 <sup>th</sup>					
			ç	Stude	nt Ref	erence	е
Bank/Building Society account number							
Branch Sort Code	Instruct Please r						from the account
	detailed	Please pay Gloucestershire College Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the					
Name and full postal address of your Bank or Building Society							truction may remain
To: The Manager Bank/Building Society	electroni			•			
Address	Signature	e(s)					
Postcovie	Date						
, bladel	Duic						
Reference							
Banks and Building Societies may not accept Di	rect Debit In	nstruction	is for so	me type	s of acco	ount	
This guarantee should be detach	ed and reta	Ined by 1	he Paye	۲,			
The							
Direct Debit						1	DIRECT
					1	J	Debit
Guarantee							
• This Guarantee is offered by all banks and building societi	ies that acc	ept instru	uctions to	o pay Di	recł Deb	its	
<ul> <li>If there are any changes to the amount, wate or frequency days in advance of your account being debited or as other confirmation of the amount and date will be given to you a</li> </ul>	wise agree	d. If you i	equest				
<ul> <li>If an error is made in the payment of your Direct Debit, by a full and immediate refund of the amount paid from your</li> </ul>	Gloucester bank or buil	shire Co ding soc	llege or iety.			-	
<ul> <li>If you receive a refund you are not entitled to, you must</li> </ul>					•	,	
<ul> <li>You can cancel a Direct Debit at any time by simply contain Please also notify us</li> </ul>	cting your	bank or l	ouilding	society.	Written c	onfirmati	on may be required.

## **Direct Debit Payment Terms**



## Only to be completed when the payer is not the student

This agreement must be signed alongside the Direct Debit Mandate by the payer and BEFORE the enrolment process takes place.

The payer is liable for the total cost of the course. If the course fees are being paid by Direct Debit, Gloucestershire College will continue to take payments from the nominated bank or building society account as agreed until the fees are paid in full. Early departure from the course, for whatever reason, will not end or limit the payer's liability to make payment for the total cost of the course.

Failure to adhere to this agreement will result in your account being passed to our Debt Collection Agents.

The Direct Debit terms offered are the same for full-time and part-time courses. Direct Debit payments will be collected on either the 5th or 20<sup>th</sup> of each month. There is no minimum requirement for a Direct Debit, however monthly payments should be no less than £10.

• Course fees are to be paid in full by the end date of the course

Please note that the student will not be enrolled until the completed **Direct Debit Instruction, Direct Debit Payment Terms and 20% deposit** has been received.

 Full Name
 Signature

 Address if different from Student
 Image: Student Name

 Student Name
 Image: Student Reference

I agree to the terms detailed above:

For College Use Only

Outstanding DDI	4		
New DDI			
Deposit Paid	Last Collection Date		
Terms Signed	Preferred Collection Date	5th	20th