



Gloucestershire College
Cheltenham Campus
Princess Elizabeth Way
Cheltenham
Gloucestershire
GL51 7SJ

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Date _____

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 Gloucestershire College will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Gloucestershire College 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 Gloucestershire College 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 Gloucestershire College 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.

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 20th 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.

I agree to the terms detailed above:

Full Name	
Signature	
Address if different from Student	
Student Name	
Student Reference	

For College Use Only

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