PROGRAMME AND OTHER FEES 2006 – 2007 NEW ENTRANT STUDENTS ONLY

Please read the section on Paying Your Fees, have this form completed and signed by the account holder(s).

northumbria UNIVERSITY

Instruction to Your Bank or Building Society To Pay By Direct Debit

DIRECT Debit

Originators Identification Number

7	2	5	8	7	1

Reference Number *(for office use only)*

Northumbria University
Finance Department
Ellison Building
Ellison Place
Newcastle upon Tyne
NE1 8ST

Name(s) of Account Holder(s)

Bank/Building Society Account Number

Bank Sort Code

Name and full postal address of your Bank/Building Society

To the Manager Bank/Building Society

Address

Postcode

STUDENT TO COMPLETE
(For University official use only)
(This is not part of the instruction to your Bank/Building Society)
Student's Full Name

Student's Programme Details

The box ☐ must be completed to indicate if you wish this instruction to be used for:
Programme Fees only – enter **T**
Rent for University accommodation only – enter **R**
Both of the above – enter **B**

Contact details of account holder(s)
Tel:

Payment Plan Programme Fees Only

Full Time Students	Part Time Home/Overseas Students (where fee due exceeds £200) 6 instalments-the dates will be displayed on your invoice
Second Instalment only 5 Feb 2007	

Instruction to your Bank/Building Society
Please pay Northumbria 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 Northumbria 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

DIRECT Debit

- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change Northumbria University will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by the Northumbria University or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.

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