

ACCOMMODATION FEE DIRECT DEBIT FORM 2016/17

Please refer to **Section A** if you wish to pay for your accommodation in one payment by the 14 October 2016 and receive **your £100 discount***. Otherwise, please complete **Section B** to set up your Direct Debit.

SECTION A: Paying in full

Pay in full before the 14 October 2016 and receive a discount of £100* on your bill.

*The discount only applies to those students paying for and using a full academic years accommodation. If you are sharing a room, the discount will be split between the number of occupants. Please note, if you leave your accommodation early the discount will be reclaimed.

By Cheque or Bank Transfer

Please see the "How Do I Pay" section in your welcome pack. Payment information is also available on our website www.winchester.ac.uk/studentsandmoney.

By Credit / Debit Card

Credit and debit card payments can be made in person or over the telephone. We take most credit/debit cards (but NOT American Express). **Please telephone the Finance Office on +44 (0) 1962 827257.** Before paying by this method, you must ensure that you have sufficient funds, or your credit limit is high enough, to cover the value of your fees.

SECTION B: Paying in instalments by Direct Debit

Accommodation fees are taken in three equal instalments on or near to:

14 October 2016
20 January 2017 and
12 May 2017

Please complete and return this form with the direct debit mandate attached to the Finance Office at the University of Winchester **by 16 September 2016.**

If your form is received after this date we cannot guarantee it will be processed in time and the full fee may be payable.

Student ID Number: _____

Student Name: _____

Contact Telephone Number: _____

Confirmation that the direct debit has been set up will be emailed to your University email account.

Unfortunately we are not able to accept Direct Debits which are set up on a third party's account (this includes parents).

If you do not receive the Direct Debit confirmation email by 5 October 2016 or have any queries regarding the Direct Debit process, please telephone the Finance Office on +44 (0)1962 827265 or email credit.control@winchester.ac.uk

Please note you will be required to complete a new direct debit form for each year of accommodation.

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

Please fill in the whole form and send it to:

Finance Office
The University of Winchester
Winchester
Hampshire
SO22 4NR

FOR OFFICIAL USE ONLY:

**ACCOMMODATION
FEES**

Name(s) of Account Holder(s)

Originator's Identification Number

6	8	1	7	9	8
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Reference Number (Student Number)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Bank/Building Society account number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Branch Sort Code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Instruction to your Bank or Building Society

Please pay The University of Winchester Direct Debits from the account detailed in this Instruction subject to safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with The University of Winchester and, if so, details will be passed electronically to my Bank/Building Society

Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
<input type="text"/>	
Postcode	
<input type="text"/>	

Signature(s)
<input type="text"/>
Date
<input type="text"/>

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, The University of Winchester will notify you 14 days in advance of your account being debited or as otherwise agreed. If you request The University of Winchester 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 The University of Winchester or your bank or building society, you are entitled to a full 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 The University of Winchester 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.