

## DIRECT DEBIT INSTALMENT SCHEME

A Direct Debit is an easy way to pay your fees. This method of payment benefits both the University and the Student. It keeps administrative costs down and there is no extra charge for payment by instalments.

The advantages to you of paying by Direct Debit are:

1. Helps your budget planning
2. No queuing necessary to pay fees
3. No worries about paying on time and therefore no risk of a late fee being imposed providing there are sufficient funds available in your account on the due dates

### **What fees can be paid by Direct Debit?**

Payment of Full-Time and Part-Time Tuition fees, PGCE Part-Time (March commencement) and University Accommodation fees (Semester 1 starters) can be made using the University's Direct Debit Instalment Scheme

### **Who can set up a Direct Debit Instruction to pay my fees?**

In order to use this scheme, you must be the holder of a UK bank account. Banks and Building societies may not accept Direct Debit instructions on some types of account. If you are unsure on this point you should check with your Bank/Building Society **before** you submit your Direct Debit instruction.

In completing and signing the Direct Debit form, you are giving the University the authority to take the agreed payments direct from your bank account.

There must be enough money in your chosen account to meet the payment the night before the payment is collected, otherwise your bank may make a charge to your account. The University will also charge for uncollected direct debits.

**Unfortunately we are not able to accept Direct Debits which are set up on a third party's account. If this causes any difficulties, please contact our Credit Controller on 01962 827265 to discuss your situation.**

### **How will I know how when my fees will be taken from my account?**

**Full Time Undergraduate Tuition fees** are taken in two equal instalments on or near to **1 December 2016** and **1 February 2017**.

**Part Time Undergraduate Tuition fees** are taken in two equal instalments on or near to **3 January 2017** and **1 March 2017**.

**Part Time and Full Time Postgraduate Tuition fees** are taken on or near 1<sup>st</sup> of the month, with a minimum of four weeks after your invoice date in five equal instalments

**Accommodation Fees** are taken in three equal instalments in:

14 October 2016  
20 January 2017  
12 May 2017

The Direct Debit account holder will automatically receive an email to their University email address from the Finance Office to confirm their account details and the amounts and dates of the instalments. If you do not receive the email by the following dates, please contact the Credit Controller in the Finance Office on 01962 827265:

Full-Time tuition fees 16<sup>th</sup> November 2016  
Part-Time tuition fees 9<sup>th</sup> December 2016  
Part-Time PGCE (March starters) tuition fees 14<sup>th</sup> April 2017  
Accommodation Fees 4<sup>th</sup> October 2016

### **Can I cancel a Direct Debit?**

Instructions can only be cancelled through your bank. You must also make sure you contact us if you choose to cancel any Direct Debit. If you are having financial problems, let us know. If we are not aware of any cancellations, we will charge for the returned Direct Debits.

If you cancel your Direct Debit with your bank or the University, you forfeit the choice to pay by instalments and your full outstanding fee will become payable immediately.

### **What happens if a mistake is made?**

If the University of Winchester, or your Bank or Building Society makes an error, you are guaranteed a full and immediate refund from your Bank or Building Society.

### **How long is my Direct Debit Instruction open for?**

The Direct Debit will be open for the duration of the academic year. At the end of the year, the instruction will be closed. A new Direct Debit needs to be set up at the beginning of each subsequent academic year.

### **How do I set up an instruction to set up a Direct Debit?**

- Click on the link below to download the appropriate Direct Debit Form and Mandate <http://www.winchester.ac.uk/Studyhere/Students-and-Money/Pages/Students%20and%20Money.aspx>
- Print the form
- Complete the form ensuring that the Account Holders signature appears in the bottom half.

- Please ensure you take a photocopy of the form or complete a second form for your records
- Please read the Direct Debit guarantee at the foot of the form.
- Please send the form to:           The Finance Office  
  The University of Winchester  
  Winchester  
  Hampshire  
  SO22 4NR
- **Please return your forms by:**  
  
**16 September 2016 for Accommodation Fee Direct Debits**  
**21 October 2016 for Tuition Fee Direct Debits**  
**31 January 2017 for Postgraduate Students starting in semester 2**  
**30 April 2017 for Research students charged annually in April.**
- If you require any further information and guidance on the Direct Debit Instalment Scheme, please contact the Credit Controller in the Finance Office on 01962 827265.

**Please note: No other instalment plans are available. Therefore, please take this into account when budgeting for the academic year.**