

TUITION FEE DIRECT DEBIT FORM

Undergraduate Students

If you do **NOT** have a tuition fee loan from Student Finance England, you will need to pay your tuition fees directly to the University. Details of the collection dates can be found at: <http://www.winchester.ac.uk/Studyhere/Students-and-Money/Pages/Undergraduate-Payments-Information.aspx>

Postgraduate Students

If you would like to pay your tuition fees in instalments, please complete the Direct Debit form, alternatively, payment can be made in full at enrolment. Details of the collection dates can be found at: <http://www.winchester.ac.uk/Studyhere/Students-and-Money/Pages/Postgraduate-Payments-Information.aspx>

Please note: No other instalment plans are available therefore if you are not paying your fees in full at enrolment, you are required to complete a Direct Debit form.

Student Identification Number

Student Name

Contact Telephone Number

Confirmation that the direct debit has been set up and details of the collection dates and amounts will be sent to the Students University email address.

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

Please note: You will be required to complete a new direct debit form for each year of your academic study.

Please complete this form, attach the completed direct debit mandate and return both to The Finance Office, University of Winchester, Winchester, Hampshire, SO22 by the deadline dates provided in the Direct Debit Instalment Scheme Guidance

If you have any queries regarding Direct Debits please contact Charlotte Coates on 01962 827265
Full Regulations for the payment of University tuition fees can be found at:
<http://www.winchester.ac.uk/Freedomofinformation/Pages/Terms-and-conditions.aspx>

**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:
TUITION 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.