





**Application to Pay Fees by Direct Debit**

I request that I be allowed to pay my fees by direct debit and a completed direct debit instruction is attached.

Name ..... (Block Capitals)

Student Number .....

Signed ..... Date.....

If you have any queries regarding the completion of these two forms would you contact Kath Barnes in Financial Services on 01204 903931.

- Payments are usually taken on the first working day of each month. If an alternative day is more suitable for you would you please state your own preference by ticking a box below.

1<sup>st</sup>  10<sup>th</sup>  15<sup>th</sup>  20<sup>th</sup>  25<sup>th</sup>

**Termly payments available for full time students.**

*Please tick the box if you wish to pay by this method.*

- A schedule of payments will be sent to the account holder.
- Please supply the name and address of the account holder.

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- Please state the amount of fees that you expect to be charged for the full academic year. Once an invoice has been raised we will contact you in writing if the amount of the invoice differs from this figure.

£.....

- In order that we may contact you if there are any queries regarding payment of your fees would you please supply the following information.

Home telephone number .....

Work telephone number .....

Mobile telephone number .....

E-mail address .....