

**Payment of Tuition Fees**

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

Please fill in the whole form using a ballpoint pen and send it to:

Staffordshire University Financial Services (Direct Debits) PO Box 361 Beaconside Stafford, ST18 0EF
--

Originator's Identification Number

8	3	6	2	1	2
---	---	---	---	---	---

Name and full postal address of your Bank or Building Society  
Branch

To The Manager	Bank/Building Society
Address:	
Postcode:	

Name(s) of Account Holder(s)

--

Bank / Building Society account number

--	--	--	--	--	--	--	--

Branch Sort Code

--	--	--	--	--	--

Student Number

--	--	--	--	--	--	--	--

**PLEASE COMPLETE:**  
(This is not part of the Instruction to your Bank or Building Society)

Student's name: .....

Account Holder's Address:.....

.....

.....

Please tick your preferred payment date

8th
-----

22nd
------

Termly
--------





**Instruction to your Bank or Building Society**  
Please pay Staffordshire 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 Staffordshire 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

<p><b>The Direct Debit Guarantee</b></p>  <ul style="list-style-type: none"> <li>• 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.</li> <li>• If the amounts to be paid or the payment dates change Staffordshire University will notify you 7 working day in advance of your account being debited or as otherwise agreed.</li> <li>• If an error is made by Staffordshire University or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.</li> <li>• 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.</li> </ul>
--



**Dear Student**

I am pleased to inform you that the University is able to offer you the opportunity to pay your **tuition fees** by Direct Debit. At no extra cost you can choose to spread the cost of your tuition fees over a maximum of seven monthly instalments from November to May each academic year. Payments can be made either on the 8<sup>th</sup> or 22<sup>nd</sup> of each month, please indicate your preference on the mandate.

You can also opt for the payments to be made termly to coincide with the standard student loan instalments by ticking the appropriate box.

Students paying the Overseas rate of tuition fees must pay one third of their fees before enrolment, with the balance being paid by Direct Debit.

To take advantage of this opportunity please complete the mandate overleaf and return it to Financial Services without delay. Payment details will be shown on the invoice which will be sent to your student e-mail account at least 7 days prior to the first payment date.

This mandate will stay active for as long as you are a student here unless you contact us or your bankers to cancel it. Therefore, if you wish to continue to pay in this way you do not have to complete a new mandate each year.

If you have any questions on the information given here please contact a member of the Income Section as indicated below.

**If you have any queries regarding this Direct Debit please either:**

Telephone: 01785 353614 or 353538 (office hours 8.45 am to 5.00 pm) or

E-mail: [income@staffs.ac.uk](mailto:income@staffs.ac.uk)

A copy of the Instruction can be found on Staffordshire University's Web site at:  
<http://www.staffs.ac.uk/services/financial/>