



STRANMILLIS UNIVERSITY COLLEGE

A College of Queen's University Belfast

www.stran.ac.uk



Instruction to your Bank or Building Society to pay Tuition fees by Direct Debit

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

Finance Office - Income section
Stranmillis University College
Stranmillis Road
Belfast
BT9 5DY

Name(s) of Account Holder(s)

Bank/Building Society account number

Branch Sort Code

Name and full postal address of your Bank or Building Society
To: The Manager Bank/Building Society
Address
Postcode

Reference Number (Student No.)
S

Originator's Identification Number

Table with 6 columns containing numbers: 9, 6, 4, 6, 9, 3

This is not part of the instruction to your Bank or Building society.
Student Name:
Account Holder(s) Address:
Account details Checked By:

Instruction to your bank or Building Society
Please pay Stranmillis University College 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 Stranmillis University College 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-----

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 Stranmillis University College will notify you 10 working days in advance of your account being debited or as otherwise agreed.

If an error is made in the payment of your Direct Debit by Stranmillis University College or your bank or building society you are entitled to a full and 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 Stranmillis University College 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.

