



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

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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 UK Sterling account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee

Signature(s) (Please print and provide original signature)  
\_\_\_\_\_  
\_\_\_\_\_

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 you request Stranmillis University College 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 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 by our bank. Please also notify Stranmillis University College in writing