



Queen Margaret University

EDINBURGH

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



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

Finance Department
Queen Margaret University
Queen Margaret University Drive
MUSSELBURGH
EH21 6UU

Please put the full value on the appropriate line:

Tuition Fees £.....

Accommodation Fees £.....

Plan A or B

See over for details

Originator's Identification Number

8 0 9 1 6 9

Student Name

[Empty box for Student Name]

Name (s) of Account Holder(s)

[Empty box for Name (s) of Account Holder(s)]

Bank/Building Society account number

[Empty boxes for Bank/Building Society account number]

Branch Sort Code

[Empty boxes for Branch Sort Code]

Name and full postal address of your Bank or Building Society

To: The Manager Bank / Building Society
Address
Postcode

Student Matriculation Number

[Empty boxes for Student Matriculation Number]

Instruction to your Bank of Building Society

Please pay Queen Margaret 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 Queen Margaret 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



2011/12 – October 2011 through to May 2012

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 Queen Margaret University will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request Queen Margaret University 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 Queen Margaret University 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 Queen Margaret University 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.



PLAN A PAYMENT DATES

**10 OCTOBER 2011
09 NOVEMBER 2011
09 DECEMBER 2011
09 JANUARY 2012
09 FEBRUARY 2012
09 MARCH 2012
09 APRIL 2012
09 MAY 2012**

PLAN B PAYMENT DATES

**31 OCTOBER 2011
30 NOVEMBER 2011
30 DECEMBER 2011
31 JANUARY 2012
29 FEBRUARY 2012
30 MARCH 2012
30 APRIL 2012
31 MAY 2012**