



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 enter the full ACCOM FEE less your £250 prepayment – if this has already been paid to QMU

Accommodation £.....

Plan A or B .....

See over for details

**Originator's Identification Number**

8 0 9 1 6 9

**Student Name**

**Name (s) of Account Holder(s)**

**Bank/Building Society account number**

**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.

**Branch Sort Code**

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

To: The Manager	Bank / Building Society
Address	
Postcode	

Signature(s)
Date

**Banks and Building Societies may not accept Direct Debit Instructions for some types of accounts – ie Savings Accounts**

**You will require a UK Sterling Current Account to set up a Direct Debit**

**OCTOBER 2019 – MAY 2020**

**If you are a Post Graduate Student and have applied for a CDL (Career Development Loan) please mark this clearly on this form and inform Finance of the Payment Dates and Amounts to be received**

**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.



### **PAYMENT DATES**

**Completed direct debit forms should be returned to the Finance Office at least 15 working days before the first instalment date is due.**

#### **PLAN A (In line with SAAS Payments)**

**9<sup>th</sup> October 2019  
11<sup>th</sup> November 2019  
9<sup>th</sup> December 2019  
9<sup>th</sup> January 2020  
10<sup>th</sup> February 2020  
9<sup>th</sup> March 2020  
9<sup>th</sup> April 2020  
11<sup>th</sup> May 2020**

#### **PLAN B**

**31<sup>st</sup> October 2019  
29<sup>th</sup> November 2019  
31<sup>st</sup> December 2019  
31<sup>st</sup> January 2020  
28<sup>th</sup> February 2020  
31<sup>st</sup> March 2020  
30<sup>th</sup> April 2020  
29<sup>th</sup> May 2020**