



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 £.....

Tuition £.....
**(ONLY REQUIRED IF YOU ARE
SELF FUNDING)**

Plan A or B

See over for details
Originator's Identification Number

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Student Name

Name (s) of Account Holder(s)

Bank/Building Society account number

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Branch Sort Code

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

To: The Manager	Bank / Building Society
Address	
Postcode	

Student Matriculation Number

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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 accounts – ie Savings Accounts**

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

OCTOBER 2023 – MAY 2024

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.



Completed DD Mandates should be returned to the Finance Office a MINIMUM of 15 working days before the Collection Date, preferably as early as possible.

PAYMENT DATES

PLAN A

9th October 2023
9th November 2023
8th December 2023
9th January 2024
9th February 2024
8th March 2024
9th April 2024
9th May 2024

PLAN B

31st October 2023
30th November 2023
29th December 2023
31st January 2024
29th February 2024
28th March 2024
30th April 2024
31st May 2024