

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

Service User Number

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Please complete and return to:

University of Manchester
Student Payments and Registration
Direct Debit Section
Student Service Centre
Burlington Street
Manchester M13 9PL

Name(s) of Account Holder(s)

Title: Mr / Mrs / Miss / Ms

First/Given Name

Surname/Family Name

Bank or Building Society account number (8 digits)

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Branch Sort Code (numbers)

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Name and full postal address of your Bank or Building Society

Bank or Building Society Name

Address

Postcode

Reference (office use only)

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Banks and Building Societies may not accept Direct Debit Instructions for some types of accounts

FOR UNIVERSITY OF MANCHESTER OFFICIAL USE

MUST BE COMPLETED BY STUDENT

This is not part of the instruction to your Bank or Building Society.

Is the account holder the student? YES / NO

Title: Mr / Mrs / Miss / Ms

Student family/surname:

First/Given name(s):

Hall & room number:

University ID Number

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No. of instalments

3 instalments

Account holders full address for future Notification of Changes (if student is the account holder then use full Hall address)

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Town:

County: Postcode:

Account holder's email address

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Failure to complete this whole section will result in NO DIRECT DEBIT being set up on your account

Instruction to your Bank or Building Society

Please pay University of Manchester 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 University of Manchester and, if so, details will be passed electronically to my Bank or Building Society.

Account Holder's signature(s)

Date

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. The efficiency and security of the Scheme is monitored and protected by your own Bank/Building Society.
- If there are any changes to the amount, date or frequency of your Direct Debit, The University of Manchester will notify you 3 working days in advance of your account being debited or as otherwise agreed. If you request The University of Manchester 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 The University of Manchester 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 The University of Manchester 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.