

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

Please complete and return to:

Income Office Rm G.03
University of Manchester
John Owens Building
Oxford Road
Manchester
M13 9PL

Service User Number

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Name(s) of Account Holder(s)

Title (Mr/Mrs/Ms/Miss etc.)
First/Given name
Surname/Family name

Branch Sort Code

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Bank/Building Society Account Number

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Reference (Student ID number)

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Name and Branch of Bank/Building Society

Bank/Building Society Name
Address
Postcode

Please note that Banks and Building Societies may not accept Direct Debit Instructions for some types of accounts.

For University of Manchester Official Use Only

This is not part of the instruction to your bank or building society.

MUST BE COMPLETED BY ACCOUNT HOLDER.

Account Holder's full address for Direct Debit correspondence.

Town/City
County
Postcode
Tel
Account Holder's e-mail address

Failure to complete this section will result in **NO** Direct Debit being set up on your account. If the University of Manchester cannot set up a Direct Debit, any outstanding tuition fees will become due immediately.

Signature(s)
Date of Signature



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, the University of Manchester will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request 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.