



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



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

Finance Department
Weymouth College
Cranford Avenue
Weymouth
Dorset
DT4 7LQ

Originators Identification Number 6 2 7 4 8 0

Student Name:

Student Reference No:

Account Holder Name

Sort Code

Account Holder Address

Account Number

Bank/Building Society Details:

Bank Name
Branch Address
Post Code

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

Telephone Number

Instruction to your bank or building society

Please pay Weymouth College 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 Weymouth College and, if so, details will be passed electronically to my bank/building society.

Authorising signature(s)

(Please sign then print name in block capitals)

1).....

2).....

Date

FOR COLLEGE USE ONLY

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

Instalment 1	Date:		Amount	£
Instalment 2	Date:		Amount	£
			Total	£

TRANSPORT

Payment Reference

Invoice No.

The first payment must be paid to the Transport Manager on issue of the Bus Pass.

Direct Debit Payments can only be collected on the first

This guarantee should be detached and retained by the Payer



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 Weymouth College will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Weymouth College 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 Weymouth College 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 Weymouth College 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 Weymouth College.