



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

Please fill in the form using a ball point pen and send it to:

South Gloucestershire and Stroud College
Filton Campus
Filton Avenue
Bristol
BS34 7AT

- Important: A £15 administration fee is added when course fees are paid by Direct Debit.
- The Maximum number of payments by Direct Debit is 6 or the last payment must be taken before the course ends whichever is the earliest

Student Reference (FCS or SGS Number)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Course Name PLEASE PRINT CLEARLY

Student Name PLEASE PRINT CLEARLY

Name(s) of Account Holder(s) PLEASE PRINT IN FULL

Student Date of Birth

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year

Bank / Building Society account number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Originator's Identification Number

9	6	0	1	6	0
---	---	---	---	---	---

Branch Sort Code

--	--	--	--	--	--

Instruction to your Bank or Building Society

Please pay South Gloucestershire and Stroud 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 South Gloucestershire and Stroud College and if so details will be passed electronically to my Bank or Building Society.

Preferred Payment Day Each Month (This is not guaranteed)

10th 25th

Name and full postal address of your Bank/ Building Society

To the Manager	Bank/Building Society
Address	
Postcode	

Authorised Account Signature(s)

Signature:
Date:

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

The Direct Debit Guarantee

This guarantee should be detached and retained by the Payer

• 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 South Gloucestershire and Stroud College will notify you 15 working days in advance of your account being debited or as otherwise agreed. If you request South Gloucestershire and Stroud 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 South Gloucestershire and Stroud 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 South Gloucestershire and Stroud 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 us.

