

**TERMLY ACCOMMODATION FEES
DIRECT DEBIT MANDATE
(TO BE PAID IN 3 TERMLY INSTALMETS)
PLEASE COMPLETE THIS FORM IN BLUE INK AND RETURN TO
UNIVERSITY OF WOLVERHAMPTON, PO BOX 4018, FINANCE DEPARTMENT, WOLVERHAMPTON, WV1 1WF**



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

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

To the Manager

(Please write your bank/building society name and branch address in box below)

Bank

Address

Post Code

Name of Account Holder(s)

Bank Account Number

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Sort Code

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PLEASE DEBIT MY/OUR ACCOUNT (Note some accounts may not allow direct debit please check with your Bank/Building Society if in doubt)

Address for Direct Debit Correspondence _____

_____ ☎ in event of a query _____

Account Holder Signature _____ Date ____ / ____ / ____

STUDENT DETAILS

Please find above details of my agreement in respect of accommodation fees.

University Student Number

Surname _____ First Names _____

In the event of a query please contact ☎ _____ Email _____

PLEASE RETAIN A COPY OF THIS FOR YOUR RECORDS

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 take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- ❖ If the amounts to be paid or the payment dates change University of Wolverhampton will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- ❖ If an error is made by University of Wolverhampton or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- ❖ You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your cancellation letter to us.