

## DIRECT DEBIT MANDATE 2022/23

Please read the following explanatory notes before completing the Direct Debit Mandate Form.

Banks and Building Societies may not accept Direct Debit Instructions from some types of account. Please confirm with your bank/building society that your account can accept Direct Debit Instructions.

### Completing the Direct Debit Form

- All sections of the Direct Debit Mandate Form listed below should be completed.
- **Name(s) of Account Holder(s)** – You should complete this section with the name(s) as shown on the Bank Account from which the Direct Debit is to be taken. Joint accounts should have both names listed.
- **Bank/Building Society Account Number** – You should complete this section with the Account number from which the Direct Debit is to be taken. Please note this may differ from the number quoted on your debit card. Your account number will normally be quoted on your bank statement.
- **Branch Sort Code** – You should complete this section with the relevant branch sort code. The sort code is the six-digit number which identifies your bank branch. The branch sort code will be quoted on your bank statement. You should check with your bank that this is the same sort code that should be used for direct debit payments.
- **Bank Name / Address** – You must complete this section in full to allow the Direct Debit instruction to be processed.
- **Student Name / Student ID Number** – It is essential that you quote your name, student ID number and date of birth in these sections so that the Direct Debit plan can be processed on your student account.
- **Signature** – This section should be signed by the Account Holder(s). We cannot process direct debit forms that have not been signed. Typed signatures **are not** acceptable.

All completed direct debit forms should be sent to the College Finance Department via Customer Services.

### Privacy Notice:

Information gathered on this form will be processed within the provisions of the General Data Protection Regulations (GDPR) and used for the purpose of permitting credit terms for the payment of tuition fees. The College is permitted to process personal data where there is a 'lawful basis' to do so. This processing is necessary is for the performance of a task carried out in the public interest or in the exercise of official authority vested in the College as a Data Controller e.g. SERC Fees Policy. Your information will be shared with your bank and the College's bank as well as with relevant College staff for credit control purposes, where there is a lawful basis to do so. I realise that if I choose not to agree to these terms tuition fees will be required to be paid in full at the point of enrolment.

Further information on data protection and your Rights are available on our website <https://www.serc.ac.uk/customer-privacy>

Please fill in the whole form including the official use box using a ball point pen and return it to:

South Eastern Regional College  
Finance Department  
Victoria Avenue  
Newtownards  
BT23 7EH

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

Mandate Number (to be completed by SERC)

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Service User ID (to be completed by SERC)

<b>9</b>	<b>6</b>	<b>0</b>	<b>8</b>	<b>1</b>	<b>8</b>
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**Student ID Number**

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**Student Name:**

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**Bank / Building Society Account Number**

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**Branch Sort Code**

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**Name(s) of Account Holder(s)**


**Name and full postal address of your Bank or Building Society:**

To The Manager	Bank / Building Society
Address	
Postcode	

**Account Holder(s) Date(s) of Birth**

Account Holder Name:					
D	D	M	M	Y	Y
Account Holder Name:					
D	D	M	M	Y	Y

**Instructions to your Bank or Building Society**

Please pay South Eastern Regional College from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee.

I/We understand that this Instruction may remain with South Eastern Regional College and if so, details will be passed electronically to my Bank/Building Society.

**Address of Account Holder(s) as per bank**

Postcode

**Signature(s) of Account Holders**

Date

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

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 South Eastern Regional College will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request South Eastern Regional 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 Eastern Regional 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 received a refund you are not entitled to, you must pay it back when South Eastern Regional 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.