

DIRECT DEBIT MANDATE

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.
- › **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 / Student Date of Birth** – 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 which have not been signed.

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

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

South Eastern Regional College Finance Department Victoria Avenue Newtownards BT23 7EH
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Name(s) of Account Holder(s)

Bank / Building Society Account Number

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Branch Sort Code

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

To The Manager	Bank / Building Society
Address	
Postcode	

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

Service User ID (to be completed by SERC)

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Student Name:

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Student ID Number

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Student Date of Birth

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

Signature(s)

Date

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



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.