

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

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

Finance Department  
Edinburgh College  
Sighthill Campus  
Bankhead Avenue  
Edinburgh  
EH11 4DE

Originator's Identification Number

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FOR EDINBURGH COLLEGE OFFICIAL USE ONLY  
This is not part of the instruction to your Bank or Building Society.

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 or Building Society**

Please pay Edinburgh 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 Edinburgh College and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)
Date

Reference

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



This guarantee should be detached and retained by the Payer.

## 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 Edinburgh College will notify you 3 working days in advance of your account being debited or as otherwise agreed. If you request Edinburgh College to collect a payment, confirmation of the amount will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit by Edinburgh 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 Edinburgh 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.



**PAYMENT PLAN - APPLICATION FOR PAYMENT BY INSTALMENTS**

**Please read College Policy on the payment of fees by instalments and our Terms and Conditions BEFORE completing this application.**

<b>Name:</b>	<b>Date Of Birth:</b>	
<b>Address:</b>	<b>Enrolment Number:</b> EC	
	<b>Course:</b>	
	<b>Course Fee:</b>	£
	<b>*ITA Amount</b>	£
<b>Contact Number:</b>	<b>*SAAS PTFG Amount:</b>	£
<b>Email Address:</b>	<b>Deposit Paid:</b>	£
<b>Academic Year:</b>	<b>Balance to pay by instalments:</b> £	
<b>Please choose which date you wish your payments to come out of your account:</b>	<b>1st</b>	<b>15th</b>

Applications will be considered at the discretion of the Finance Department. **You may not be allowed to set up a payment plan if you have defaulted in previous years.**

**STUDENT DECLARATION:**

I agree to pay the fees for the above course of study as noted on the schedule below.

\*I understand that if I am not awarded fees from ITA or SAAS PTFG I will be liable for the full fee.

I understand that I remain liable for the full fees, even if I subsequently withdraw from the course (unless there are exceptional circumstances) and that this could affect future studies at Edinburgh College.

I understand that failure to meet these payments may result in the withdrawal of the instalments facility and the outstanding fees being pursued by the College through its Credit Control procedures.

**THE COLLEGE RESERVES THE RIGHT TO WITHDRAW STUDENTS FROM CLASSES SHOULD THEY FAIL TO MAKE PAYMENT OF FEES AS PER THE INSTALMENT AGREEMENT AND ANY OUTSTANDING FEES WILL BE PURSUED THROUGH THE COLLEGE CREDIT CONTROL PROCEDURES.**

The payment plan will be as follows:

£250-£750      2 Consecutive months *(with the first paid prior to the start of your course)*

£751-£1007    3 Consecutive months *(with the first paid prior to the start of your course)*

£1008+        5 Consecutive months *(with 25% as the first payment paid prior to the start of the course)*

**The first instalment must be paid prior to starting your course. If this is not possible then the College will expect the first instalment to be paid at the point of setting up the plan.**

**For Finance use only:**

Date:	Amount
1 <sup>st</sup> Payment –	£
2 <sup>nd</sup> Payment –	£
3 <sup>rd</sup> Payment –	£
4 <sup>th</sup> Payment –	£
5 <sup>th</sup> Payment –	£

Checklist			
Check for defaulted previous years. Approved / Declined		Check enrolment (14 / DD / nominal)	
Added to Bank DD log / Sent to bank		Email Student	
Agresso Number	C	Add to Instalment plan s/sheet	
		Add to SR s/sheet	
ITA booking confirmed		SAAS PTFG letter seen	
Initials / Date:			

**Please sign to confirm you have read the student declaration and you agree to pay the fees as per the schedule above and return the originals to the Finance Department.**

**Signature \_\_\_\_\_ Date: \_\_\_\_\_**