

Please only return this form if paying by direct debit  
Please make a copy for your own records

## Financial Payment Options

Surname/Family Name..... Forename/s.....

Contact Telephone No..... Registration No. 

|   |     |  |  |  |  |  |  |
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| * | A/B |  |  |  |  |  |  |
|---|-----|--|--|--|--|--|--|

\* Delete as appropriate

### Fees: Tuition Fees and Accommodation Fees

(Please Note: Other fees i.e. locker deposits, fines, field trips, etc are payable on receipt of invoice and cannot be paid by direct debit)

### Methods of Payment

On-line at [www.lboro.ac.uk/students/](http://www.lboro.ac.uk/students/), direct debit, cash, cheque, cr/dr card, bankers draft and bank transfer.

**Tuition Fees:** If you are an Undergraduate or a PGCE student and you have requested a Tuition Fee Loan this will be paid directly to the University on your behalf. If you pay your own Tuition Fees you can pay them in full by 29th October 2010 or by equal termly instalments by any of the payment methods listed above. The instalment dates are 30th November 2010, 28th January 2011 and 13th May 2011.

**Accommodation Fees:** These must be paid termly by any of the payment methods listed above. The instalment dates are 30th November 2010, 28th January 2011 and 13th May 2011.

If you want to pay your fees by direct debit please tick box and complete mandate below and return to us no later than 15th October 2010.

Tuition Fees  Accommodation Fees  Both

**Warning:** There is a £25 charge for each failed direct debit. Direct Debit's must be set up on a UK current account only as savings accounts do not allow direct debits.



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

The Income Section, Finance Office, Student Services Building  
Loughborough University, Leicestershire, LE11 3TU, UK

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 to pay by Direct Debit

Originator's Identification Number

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 7 | 5 | 6 | 5 | 2 | 6 |
|---|---|---|---|---|---|

#### Instruction to your Bank or Building Society

Please pay Loughborough University Direct Debits from the account detailed in this Instruction subject to the assurances offered by the Direct Debit Guarantee.

I understand that this Instruction may remain with Loughborough University 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 for some types of account.

### 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 and Building Society.
- If the amounts to be paid or the payment dates change, Loughborough University will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Loughborough University 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 letter to us.

