|  |  |  |
| --- | --- | --- |
| qmulogo_line_mono**Please fill in the whole form using a ball point pen and send to:** |  | Logo  Description automatically generated**Instruction to your Bank or Building Society to pay by Direct Debit**  |
|  |  |  |
| **Finance Department****Queen Margaret University** **Queen Margaret University Drive****MUSSELBURGH** **EH21 6UU** |  | Please enter the full ACCOM FEE less your £250 prepayment – if this has already been paid to QMU**Accommodation £…………..****Tuition £…………..****(ONLY REQUIRED IF YOU ARE SELF FUNDING)****Plan A or B ……………** See over for detailsOriginator’s Identification Number |
|  |  | 8 | 0 | 9 | 1 | 6 | 9 |
| **Student Name** |  | **Student Matriculation Number** |
|  |  |  |  |  |  |  |  |  |  |
| **Name (s) of Account Holder(s)** |  | Instruction to your Bank of Building Society |
|  |  |  |
| **Bank/Building Society account number** |  | Please pay Queen Margaret University 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 Queen Margaret University and, if so, details will be passed electronically to my Bank/ Building Society. |
| **Branch Sort Code** |  |  |
|  |  |  |  |  |  |
| **Name and full postal address of your Bank or Building Society** |  | Signature(s) |
| To: The Manager Bank / Building Society |  |  |
| Address |  |  |
|  |  |  |
|  Postcode |  | Date |

**Banks and Building Societies may not accept Direct Debit Instructions for some types of accounts – ie Savings Accounts**

**You will require a UK Sterling Current Account to set up a Direct Debit**

 **OCTOBER 2024 – MAY 2025**

|  |  |  |
| --- | --- | --- |
|  | **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 Queen Margaret University will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request Queen Margaret University 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 Queen Margaret University 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 Queen Margaret University 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.
 |  |
|  | Logo  Description automatically generated |  |

**Completed DD Mandates should be returned to the Finance Office a MINIMUM of 15 working days before the Collection Date, preferably as early as possible.**

**PAYMENT DATES**

**PLAN A PLAN B**

**9th October 2024 31st October 2024**

**8th November 2024 29th November 2024**

**9th December 2024 31st December 2024**

**9th January 2025 31st January 2025**

**10th February 2025 28th February 2025**

**10th March 2025 31st March 2025**

**9th April 2025 30th April 2025**

**9th May 2025 30th May 2025**