

AGREEMENT TO PAY COURSE FEES BY INSTALMENTS FOR FT, PT & EVENING COURSES

PLEASE COMPLETE IN BLOCK CAPITALS DECLARATION

PERSONAL DETAILS					
Title (please circle one)					
Mr	Mrs	Miss	Ms		
Surname			Forename		
<input type="text"/>			<input type="text"/>		
Term Address					
<input type="text"/>					
<input type="text"/>					
<input type="text"/>			Postcode	<input type="text"/>	
Tel No		<input type="text"/>		Email Address	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
Mode of Attendance		Student ID Number		Course Code	
Full-time	<input type="checkbox"/>	Part-time	<input type="checkbox"/>	Evening	<input type="checkbox"/>
<input type="text"/>		<input type="text"/>		<input type="text"/>	
Invoice No					
<input type="text"/>					

PAYMENT DETAILS			
Course	Fee	INSTALMENT PLAN	
		Due Dates	Amount Payable
			£
			£
			£
			£
			£
			£
			£
			£
			£
			£
			£

Payments can be made by 'Direct Debit' and will taken on the last working day of each calendar month.

DECLARATION	
I confirm my agreement to pay course fees by direct debit instalments as detailed above.	
Student's Signature	Date
<input type="text"/>	<input type="text"/>

OFFICE USE ONLY:			
Spreadsheet	<input type="checkbox"/>	DD Sent to Bank	<input type="checkbox"/>
Sun Updated	<input type="checkbox"/>	Instalments Entered	<input type="checkbox"/>

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:

Forth Valley College
Grangemouth Road
Falkirk
FK2 9AD

Service user number

8	0	5	9	6	9
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FOR FORTH VALLEY 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 Forth Valley 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 Forth Valley 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

DD11

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 Forth Valley College will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Forth Valley 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 Forth Valley 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 Forth Valley 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.