

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

Please print, complete, take clear photos of both pages and send to enrolment@southdevon.ac.uk or alternatively post to:

South Devon College
Vantage Point
Long Road
Paignton
Devon
TQ4 7EJ

Service User Number

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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	

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

Learner Ref:

Name:

No. of instalments:

Date of month: 20th
 28th

First instalment date:

Instruction to your Bank or Building Society
Please pay SOUTH DEVON 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 SOUTH DEVON 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.
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 SOUTH DEVON COLLEGE will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request SOUTH DEVON 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 DEVON 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 SOUTH DEVON 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.

South Devon College Direct Debit Rules and Regulations

- All fees are payable at time of enrolment. However, to assist students who would otherwise suffer financial hardship in paying their fees in one sum, approval may be given to pay fees in instalments by Direct Debit.
- The method of payment for instalments will be by Direct Debit, except at the time of enrolment when the first payment is due.
- Payment options are not available to overseas learners, employers or for amounts owed under £100.
- There is a £15 non-refundable administration fee for learners wishing to pay by instalments.
- If approved, a Direct Debit form must be signed at the time of Enrolment.
- Direct Debit payments will be taken on (or just after) either **20th or 28th** of each calendar month, as chosen by the learner.
- Where fees are £100 or more and instalments are approved, the total fee will be divided equally between the agreed number of instalments, the first payable on enrolment and the remainder by Direct Debit, with a minimum monthly payment of £25.
- Direct Debit payments will be taken from September 2020 onwards for 2020/21 courses.
- All instalment plans for one year duration courses, starting after September 2020 must end by May 2021. For short courses, the last instalment is due before the end date of the course.
- All instalment plans for students on 2 year courses starting September 2020 must end by 20th/28th July 2021.
- All instalment plans for courses starting later (within the 2020/21 academic year) but ending in 2021/22 can have a maximum of 10 payments. These payment will continue across the 2021 summer break, with all payments being taken before the course end date.
- If a learner cancels their Direct Debit, then all outstanding fees will become immediately payable in full.
- The college will pursue all unpaid fees and this could result in suspension and legal action.
- If a learner fails to pay two consecutive instalments, their instalment plan will be cancelled and the full amount outstanding will become due and payable immediately.
- If there are insufficient funds in your Bank/Building Society Account to cover the cost of the direct debit instalment, you will incur charges from your Bank/Building Society. Any such charges are your responsibility and will not be refunded by the College.

Declaration

I have read the South Devon College Direct Debit Rules and Regulations concerning fees and agree to be bound by them.		
Signature(s)		
Date		
For South Devon College Official Use only		
Name	Sign	Date
ID Type of Account Holder seen		