



# Instruction to your bank/building society to pay by Direct Debit

Please fill in using a ball point pen and return to [finance@eltham-college.org.uk](mailto:finance@eltham-college.org.uk)

The Bursary  
 Eltham College  
 Grove Park Road  
 London  
 SE9 4QF

Name(s) of account holder(s)

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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

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Address

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Postcode

Reference – please leave blank (office use only)

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Service user number

6	2	4	9	6	0
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This is not part of the instruction to your bank or building society.

Please indicate if you would prefer termly or 10 monthly instalments

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NAME OF STUDENT: .....

**Instruction to your bank or building society**

Please pay Eltham 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 Eltham College and, if so, details will be passed electronically to my bank/building society.

Signature(s)

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Date

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