

PAYMENT OF TUITION FEES

In order to enrol you must show that satisfactory arrangements are in place for the settlement of your tuition fees. If you are expecting part/all of your fees to be paid by a sponsor, but the latter's confirmation is not available at enrolment, the college will accept a complete Direct Debit Instruction ('DDI').

Therefore to obtain full registration when you come to enrol, you will need to produce:

- Documentary evidence that your tuition fees will be fully/partly paid by a recognised sponsor (i.e. a government agency, a local authority or a commercial organisation);
and/or
- The College Cashier's receipt for payment in full of or
- The attached DDI, duly completed as your intention to pay the tuition fees on a regular basis.

DIRECT DEBIT INFORMATION

- Your completed DDI will be used for the collection of tuition fees and will enable the College to draw money for your tuition fees, from your bank account, on the following dates; 28th September, 28th October, 28th November, 28th December. However, for new students, in the event of late registration we may collect on 28th January.
- If we do not receive full payment by 31st of January, you will be deregistered from the college
- Instalments falling on a weekend or public holiday will be payable the next working day.
- You will be reminded of the amounts and precise dates at least two weeks before the first instalment is collected.
- If we receive confirmation from a sponsor that they will settle your full fee liability, your DDI will, of course, not be activated.,
PLEASE DO NOT CANCEL YOUR DDI as you may have a liability for a subsequent year.
- The College reserves the right to charge a **Dishonour Fee of £15 for unpaid direct debits**
- **Instalments unpaid, for whatever reason, will be included in the next month's deduction**
- The College **will not** refund instalments due or bank charges unless due to a College error.

PLEASE NOTE

IF YOU CANCEL YOUR DIRECT DEBIT INSTRUCTION WITHOUT GIVING THE COLLEGE PRIOR NOTICE, FULL OUTSTANDING FEES ARE TO BE PAID IMMEDIATELY.

A common concern amongst Direct Debit payers is that amounts, which they have not previously agreed, will be taken from their bank accounts. An essential part of the Direct Debit Scheme is The Direct Debit Guarantee, **shown overleaf**, which offers payers protection from just such a situation.

Please call the staff of the Fees and Awards Office (+44 (0) 20 78827775) or e-mail (directdebts@qmul.ac.uk) and we will be happy to deal with any queries you may have regarding the operation of the Direct Debit Scheme.

Detach here

Please complete all sections below in block capitals, using ballpoint pen and return this form prior to enrolment.

Originator's identification no: **4 0 0 2 7 7**



To the manager,
Address:
.....
Postcode

Student Details	
student's full name:	
full postal address:	
.....	
Phone	Postcode.....
Email	
PLEASE COMPLETE THE ABOVE	

Account Holders Details	
full name:	
full postal address:	
.....	
Postcode	

Sort code

Account no

Student ID No.

(= UCAS number = student number, top right on your Enrolment Form)

INSTRUCTIONS TO YOUR BANK OR BUILDING SOCIETY TO PAY DIRECT DEBITS

Signature (s)

<input type="text"/>	<input type="text"/>
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Date:

INSTRUCTION TO YOUR BANK/BUILDING SOCIETY
Please pay Queen Mary University of London Direct Debits from the account detailed on this instruction subject to safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Queen Mary University of London and if so, details will be passed electronically to my Bank/ Building Society.

For Queen Mary University of London Official Use Only

Name:
Signature:

DIRECT DEBIT GUARANTEE



- This Guarantee is offered by all Banks and Building Societies taking part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amount to be paid or the payment dates change , you will be notified of this 14 days in advance of your account being debited or otherwise agreed.
- If an error is made by Queen Mary University of London or by 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 Queen Mary University of London.

Thank you for returning your Direct Debit mandate

	Your <input type="checkbox"/> equal payments will be following dates.
Student ID _____	28th Sep/ _____ £ _____
	28th Oct/ _____ £ _____
Student Name _____	28th Nov/ _____ £ _____
	28th Dec/ _____ £ _____
Address _____	28th Jan/ _____ £ _____
	28th Feb/ _____ £ _____
	28th Mar/ _____ £ _____
	28th Apr/ _____ £ _____
	28th May/ _____ £ _____
Received by _____	28th Jun/ _____ £ _____
	28th Jul/ _____ £ _____
	28th Aug/ _____ £ _____