



Please fill in the whole form including the official use box using a ball point pen and send it to:

Queen's University Belfast  
 Student Finance Office  
 Student Guidance Centre  
 University Road  
 Belfast, BT7 1NN

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

Originator's Identification 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	

Reference Number (STUDENT NUMBER)

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**TO BE COMPLETED BY THE ACCOUNT HOLDER**

This is not part of the instruction to your Bank or Building Society

Student Name :

Account Holder(s) Address :

**Instruction to your Bank or Building Society**

Please pay Queen's University Belfast 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's University Belfast and if so, details will be passed electronically to my bank/building society.

Signature(s)


**A Direct Debit (DD) Mandate must be completed by the bank account holder and submitted to the Student Finance Office by 13th October 2017. If the bank account holder is NOT A STUDENT at the University, then a copy of their driver's license or a recent utility bill, with the account holder name and address, must be provided with the direct debit mandate form.**

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

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 is a change to the amount, date or frequency of your Direct Debit, Queen's University Belfast will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Queen's University Belfast 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's University Belfast or your bank or building society, you are entitled to a full and immediate refund from your bank or building society. - If you receive a refund you are not entitled to, you must pay it back when Queen's University Belfast asks you to.
- You can cancel a Direct Debit at any time by contacting your bank or building society. Written confirmation may be required. Please also notify us.