

**Financial Payment Options
For Loughborough University OFFICIAL USE ONLY**

This is not part of the instruction to your bank or building society

Surname/Family Name..... **Forename/s**.....

Contact Telephone No **Registration No.** **B/F**

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Fees: Tuition Fees and Accommodation Fees

(Please Note: Other fees i.e. locker deposits, fines, field trips, etc are payable on receipt of invoice and cannot be paid by direct debit)

Methods of Payment

Payment can be made On-line by debit / credit card at <https://epay.lboro.ac.uk/open/>. You can also pay by direct debit, cash, cheque, bankers draft and bank transfer.

Tuition Fees: If you are an Undergraduate or a PGCE student and you have requested a Tuition Fee Loan this will be paid directly to the University on your behalf. If you pay your own Tuition Fees you can pay them in full by 13th November 2020 or by equal termly instalments by any of the payment methods listed above. The instalment dates are 13th November 2020, 22nd January 2021, and 14th May 2021.

Accommodation Fees: These must be paid termly by any of the payment methods listed above. The instalment dates are 13th November 2020, 22nd January 2021, and 14th May 2021.

If you wish to pay your fees by direct debit please tick box and complete mandate below and return the hard copy to us by post no later than 16th October 2020. Please note the above instalment dates are subject to change each academic year.

Tuition Fees Accommodation Fees Both

Please be aware: There may be a £25 charge for each failed direct debit. Direct Debit's must be set up on a UK current account only as savings accounts do not allow direct debits.



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

Finance Office, Rutland Building Loughborough University, Leicestershire, LE11 3TU, UK

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
Address	
Postcode	

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

Service user number

7	5	6	5	2	6
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Reference

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Instruction to your bank or building society

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

Signature(s)

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Date

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 ----- *Banks and Building Societies may not accept Direct Debit Instructions for some types of account.* -----

The Direct Debit Guarantee This guarantee should be detached and retained by the payer.



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