

University of Ulster
Cromore Road
Coleraine
BT51 1SA



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

Names of Account Holder(s)

Originator's Identification Number

9 | 6 | 4 | 6 | 2 | 6

Contact Number

Reference (for office use only)

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Registration Number

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Bank/Building Society Account Number

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Branch Sort Code

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Instruction to your Bank or Building Society

Please pay University of Ulster Direct Debits from the account detailed in the Instruction subject to safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with University of Ulster and, if so, details will be passed electronically to my Bank/Building Society.

Name and full postal address of your Bank or Building Society

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.....
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Signatures

__ / __ / __
Day Month Year

Postcode

Completed Direct Debit Instructions to be posted to:
Fees Office, University of Ulster, Cromore Road, BT52 1SA
Tel: 028 7012 4252 Fax: 028 7012 3255 Email: fees@ulster.ac.uk

Please print off and retain



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 the University of Ulster will notify you 3 working days in advance of your account being debited or as otherwise agreed. If you request the University of Ulster 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 the University of Ulster 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 the University of Ulster 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.