

Accommodation Services

Direct debit instruction

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

For The University of Newcastle upon Tyne official use only. This is not part of the instruction to your bank or building society.

Student number

Name

Payer information

Payers Name

Address

Payers phone number

Email address of payer

Relationship to student

Payment option – monthly or termly instalment

Please complete your instruction to your bank on the following page

For office use only

Received

Date logged

Please return the completed form to:

Accommodation Services, Newcastle University, King's Gate level 2, Newcastle-upon-Tyne, NE1 7RU

Instruction to your bank or building society to pay by Direct Debit

Name(s) of Account Holder(s)

Service User Number

4	0	5	2	0	0
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Bank/Building Society account number

Reference (Student Number)

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Branch sort code

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

Please pay The University of Newcastle upon Tyne 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 The University of Newcastle upon Tyne and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

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 The University of Newcastle upon Tyne will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request The University of Newcastle upon Tyne 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 Newcastle upon Tyne 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 Newcastle upon Tyne 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