

Accommodation Services

Direct debit instruction

Your details

Student number

Name

Phone number

Term time address

Payment options

Please your preferred option.

Instalments

 Monthly Termly

Who will be paying?

 Student Parent Sponsor

Advanced payment notice

If you would like your advanced payment notice to go to a different address than your term-time address, please provide the following information. We will discuss your details with this third party, unless instructed not to do so.

Name

Phone number

Email address of payer

Address

For office use only

 Received Room code Date logged

Please return the completed form to:

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

Direct debit instruction

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

To the Manager, Bank/Building Society

Address

Postcode

Name of account holder

Branch sort code

Account number

Originator's Identification Number

Reference (Student) Number

Instruction to your Bank or Building Society

Please pay Newcastle 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 the Newcastle University 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 Newcastle University will notify you five working days in advance of your account being debited or as otherwise agreed. If you request Newcastle 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 Newcastle 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 Newcastle 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