



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

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

Sparsholt College Hampshire
Sparsholt
Winchester
Hampshire
SO21 2NF

Originators Identification Number					
6	8	9	1	8	9

Reference Number							

Name(s) of Account Holder(s)

Branch Sort Code

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Bank/Building Society account number

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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
Please pay Sparsholt College Hampshire 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 Sparsholt College Hampshire 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



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 Sparsholt College Hampshire will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Sparsholt College Hampshire 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 Sparsholt College Hampshire or you 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 Sparsholt College Hampshire 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.

A4 Instruction Version 2

Payee Contact Details

<u>Home Address</u>	<u>Contact telephone number</u>

Credit/ Debit card Payment

<u>Name of Cardholder (CAPITAL letters please)</u>	<u>Card Number</u>
<u>Valid From Date MM/YY</u>	<u>Expiry Date MM/YY</u>
	<u>Security No. (last 3 digits)</u>
	<u>Issue No (Switch only)</u>

Preferred Monthly Payment Date: 1st 15th 30th

Print name (**Mr/Mrs/Miss/Ms/Dr/Prof/Rev/Other**)..... Date.....

Signature of Cardholder.....Contact Telephone Number.....

**Payment Instruction
2017/2018**



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Student ID		Student Name	
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Description of Fees:	Transport Type:	Location, Band:	Cost
Transport			
Extra Curricular Payment £77	Students are requested to contribute toward the considerable extra-curricular on site facilities and off site activities offered to Sparsholt campus learners. Please indicate below if you wish to make a separate payment or include this fee within your instalment plan. Please note if no indication is made to payment preference this fee will be included in any instalment plan.		
	<input type="checkbox"/> Separate Payment <input type="checkbox"/> Include with instalment plan		
			Total £

Transport Deposit
A Deposit payment of £70.00 is required upon application and **prior to collection of the travel pass.**
 Our preferred method is via the Online store –: <https://onlinestore.sparsholt.ac.uk> *Pease tick if paid Online*
 Or alternatively this can be paid manually via Credit/Debit Card (*please provide details overleaf*)
Please note we are unable to collect deposits via Direct Debit.

Payment Method
 A payment plan for the remaining balance is also required before collection of the pass. Please indicate below your preferred method:

Immediate payment - In full by our preferred method of payment through our **Online Store**. The link to follow: <https://onlinestore.sparsholt.ac.uk>, Or via Credit or Debit card (*Please provide details overleaf*)
Please tick if paid Online

Direct Debit instalment plan – **Please complete the Direct Debit instruction form overleaf.**
 The balance will be collected in set monthly instalments **on the 5th of each month**, usually between September and June. You will receive an advice letter confirming the dates and amounts of the instalments prior to any Direct Debits being collected.

Card instalment plan - **Please complete the Debit/Credit card section overleaf**
3 payment dates are available – 1st, 15th, or 30th of each month, usually between September and June. Please indicate your preferred payment date on the card section overleaf.

IMPORTANT NOTES – Please be aware that **ALL** students are required to pay a £70.00 deposit **and set up an instalment plan even if they are applying for Discretionary Learner Support Funding** as the amount awarded will not cover the full cost of the transport. If you are subsequently awarded funding, the deposit you have paid will be deducted from the balance owing and the payment plan amended to reflect the remaining balance.
Please note any delay in returning this instalment form could result in your payments being collected over a reduced payment term, therefore increasing your monthly instalments.

Financial Guarantor
 Sparsholt College requires that where a student is under 25 and not deemed an independent student as by the Education Student Support Regulations, the parent/guardian of that student will act as financial guarantor and be responsible for all costs incurred by that student including transport and/or accommodation. Please ensure you have read and understood our Cancellation, Withdrawal and Refund policies, these are available on our website. If such a financial relationship with a student exists the College reserves the right to inform the parent/guardian of the student's progress.
 You are classified as an independent student if you are over 18 and have financially supported yourself for three years or are over 25. You will therefore be held responsible for any costs incurred whilst at the College.

I am the **parent/guardian** of the above named student and agree to act as financial guarantor.
 OR
 I am an independent student
 (*Students between the ages of 18-25 wishing to claim independent status must provide evidence to show that they have supported themselves financially for the last 3 years.*)

Title – Mr/Mrs/Miss/Ms/Dr/Rev/Other.....**Forename**.....**Surname**.....

Address (if different from student)

.....**Contact Telephone number**.....

Signature.....**Date**..... **Relationship to Student**.....
 (*I am the parent/guardian/student if independent*)