

RESIDENCES FEES & ASSOCIATED CHARGES – DIRECT DEBIT MANDATE

Section 1 - Box B to be completed by Nominated Account Payer only
Section 2 - To be completed by Student or Nominated Account Payer

SECTION 1

STUDENT NUMBER: _____

Student & Nominated Account Payer Details

Address Box A – Student Details
Student Name and University Residences Address:
Mr/Mrs/Miss/Ms:
Hall of Residence Address (or Student House):
.....
.....

Address Box B – Nominated Account Payer Details (if applicable):
Mr/Mrs/Miss/Ms:.....
Address:
.....
Postcode:
Email address:.....

SECTION 2



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:

Finance Office
Campus Services
Cardiff University
Southgate House
PO Box 533
Cardiff CF14 3XZ

Name and Full Postal Address of your Bank or Building Society

Name of Bank/Building Society
Address
.....
.....
Postcode

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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Service User Number

9	7	3	2	3	3
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Reference Number (student number)

21/

Instruction to your Bank or Building Society

Please pay Cardiff 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 Cardiff University and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s):
.....
.....
Date:

Banks/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, Cardiff University will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Cardiff 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 Cardiff 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 Cardiff 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.