

Instalment Agreement



Enrolment No:

Student Name:

Permanent Address:

Tel. No:

Course Code:

| | |
|----------------------|---|
| Course Fees | £ |
| Less Initial Payment | £ |
| Balance Payable | £ |
| Instalment Amount | £ |

| Instalment Dates | |
|------------------|--|
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I authorise the College to invoice me for the instalments listed above on the due dates. I understand that payment of each instalment must be made by the due date otherwise I may be excluded from classes and examinations. I also understand that in the event of an amount being outstanding at the end of the course, the College has the right to withhold examination results and certificates until the debt has been discharged.

I apply to pay for my fees by instalments and agree to the conditions outlined.

Important Notice

The Consumer Credit Act 1974 covers this agreement and lays down certain requirements for your protection which must be satisfied when the agreement is made. If they are not, the creditor cannot enforce the agreement against you without a court order.

The Act also gives you a number of rights. You have a right to settle this agreement at any time by giving notice in writing and paying off all amounts payable under the agreement.

If you would like to know more about the protection and remedies provided under the Act, you should contact either your local Trading Standards Department or your nearest Citizens Advice Bureau.

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 to:
Birmingham Metropolitan College, Jennens Road, Birmingham, B4 7PS

Name and full postal address of your bank or building society



| | |
|-----------------|-----------------------|
| To: The Manager | Bank/building society |
|-----------------|-----------------------|

| |
|---------|
| Address |
|---------|

| |
|----------|
| Postcode |
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| |
|------------------------------|
| Name(s) of account holder(s) |
|------------------------------|

| |
|--------------------------------------|
| Bank/building society account number |
|--------------------------------------|

| |
|------------------|
| Branch sort code |
|------------------|

Service user number

| | | | | | |
|---|---|---|---|---|---|
| 4 | 3 | 1 | 3 | 8 | 8 |
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Reference

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FOR BIRMINGHAM METROPOLITAN COLLEGE OFFICIAL USE ONLY
This is not part of the instructions to your bank or building society

Instruction to your bank or building society

Please pay Birmingham Metropolitan College 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 Birmingham Metropolitan College and, if so, details will be passed electronically to my bank/building society.

| |
|--------------|
| Signature(s) |
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|------|
| 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 Birmingham Metropolitan College will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Birmingham Metropolitan College 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 Birmingham Metropolitan College 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 Birmingham Metropolitan College 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.