

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

Please fill in the whole form and send it to: [income@northamptoncollege.ac.uk](mailto:income@northamptoncollege.ac.uk)

Postal address:  
 Finance Department  
 Northampton College  
 Booth Lane  
 Northampton  
 NN3 3RF

Service user number

1	6	8	8	3	7
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Name(s) of Bank/Building Society 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

Bank/Building society
Address
Postcode

Student Name (First Name / Surname)

For Northampton College official use only. This is not part of the instruction to your bank or building society.

Please  1 box only:

1 term course/apprenticeship (pay over 3 months)

2+ term course (pay over 10 months)

Reference (Student ID or Sponsor Account Number)

Instruction to your Bank or Building Society  
 Please pay Northampton College Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee.

**By returning this form I understand that this Instruction may remain with Northampton College and, if so, details will be passed electronically to my Bank/Building Society**

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 Northampton College will notify you at least 10 working days in advance of your account being debited or as otherwise agreed. If you request Northampton 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 Northampton 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 Northampton 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.