



May 2018

Dear Parent / Carer

Instructions for paying course charges by instalments

We are offering an instalment plan for payment of course charges, for two-year courses commencing in September 2018. The total due for all courses that your young person is enrolling on should be divided into four equal instalments, which will operate as follows:

- First instalment by Direct Debit on 21st September 2018
- Second instalment by Direct Debit on 21st October 2018
- Third instalment by Direct Debit on 21st November 2018
- Fourth instalment by Direct Debit on 21st December 2018

Please complete the attached Direct Debit Instruction (DDI) in full, including completion of your young person's student ID in the Reference box. Return the completed DDI to the Finance Department at BHASVIC, along with the tear off slip below. This can either be done at enrolment, by post, or in person during cash desk opening times. Information on the cash desk opening times can be found on the Parents & Carers pages on our website (www.bhasvic.ac.uk).

You will receive written confirmation that the Direct Debit Instruction has been set up, including the dates and amounts of the four instalments.

Please remember that it is important to return the Direct Debit Instruction form **at or prior to enrolment**, otherwise the College will expect immediate payment in full as we are unable to set up Direct Debits for later dates.

Yours faithfully

Sheridan Wiseman

Sheridan Wiseman
Finance Manager



Name of student: _____ Student's ID no.: _____

Chargeable courses: _____

Total due for all courses: _____ to be paid in four equal instalments of: _____

Name of person completing the Direct Debit Instruction: _____



Brighton Hove & Sussex Sixth Form College (BHASVIC)

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

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

Finance Department
BHASVIC
205 Dyke Road
Hove
BN3 6EG

Service user number

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FOR BHASVIC OFFICIAL USE ONLY
This is not part of the instruction to your bank or building society.

Name(s) of account holder(s)

Bank/building society account number

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Branch sort code

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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 BHASVIC 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 BHASVIC and, if so, details will be passed electronically to my bank/building society.

Signature(s)
Date

Reference

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Banks and building societies may not accept Direct Debit Instructions for some types of account

DD11

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