



July 2021

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 2021. 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 or shortly after 10<sup>th</sup> October 2021
- Second instalment by Direct Debit on or shortly after 10<sup>th</sup> November 2021
- Third instalment by Direct Debit on or shortly after 10<sup>th</sup> December 2021
- Fourth instalment by Direct Debit on or shortly after 10<sup>th</sup> January 2022

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](http://www.bhasvic.ac.uk)).

You will receive confirmation that the Direct Debit Instruction has been received, followed by a further communication once it 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.

Yours faithfully

*Sheridan Wiseman*

Sheridan Wiseman  
Finance Manager

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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)

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BHASVIC  
205 Dyke Road  
Hove  
BN3 6EG

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

Service user number

1	6	8	5	4	1
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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

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.

