University of Essex

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:

University of Essex Sports Centre
Wivenhoe Park
Colchester CO4 3SQ
United Kingdom

Originator's Identification Number

8	3	9	3	2	5

Student

(This is not part of the instruction to your Bank or Building Society)

Member's Name: _____

Please tick status:

Name(s) of Account Holder(s)

_____

Please indicate which charges you wish to be collected by Direct Debit. Your first payment is to be made on completion of this form or online:

Students: Instalment Option* (Available during Autumn term only)

Silver	
Gold	

Bank/Building Society Account Number

Branch Sort Code

Name and full postal address of your Bank or Building Society

To: The Manager

Bank/Building Society: _____

Address: _____

_____

Postcode:

Reference Number (SC membership or Student ID Number)

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Instruction to your Bank or Building Society

Please pay University of Essex Direct Debits from the account detailed in the Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with the University of Essex and if so, details will be passed electronically to my Bank/Building Society.

☐ I confirm I have read the terms and conditions of membership and agree to abide by them.

☐ Gold/Silver members: I confirm I have read and understood the health commitment statement.

Induction video: Please select the statement that applies.

☐ I have watched and understood the induction video

☐ I would like an induction in person and have not watched the induction video

Signature (s): _____

_____ Date _____

*NB: This is an annual scheme for which all payments need to be made to entitle access to the facilities. **Instalment contrac**t: you are agreeing to honour your membership for the current academic year. Payments will be taken on or just after the following dates: 1 February, 1 March, 1 April and 1 May. If any membership fees are left outstanding prior to graduation, these fees will be passed to the University Finance Department for collection.

- 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 the University of Essex will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request the University of Essex 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 the University of Essex 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 the University of Essex 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.