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UNIVERSITY OF
BATH

Accommodation Contract - Acceptance

Now print two copies of this page, complete the details, retain one copy for yourself and either:

- Return by post before the offer expiry date to: Student Accommodation (Acceptance), West Accommodation Centre, University of Bath, BATH BA2 7AY, UK

or

- Fax before the offer expiry date to: +44 (0) 1225 386474

Student First Name: _____ Student Family Name: _____

Student Applicant ID or UCAS PID Number: _____

Residence/Room Number: _____

ACCEPTANCE

- I confirm that I have read and understood the Accommodation Terms and Conditions at Campus Life 2017/18 <http://www.bath.ac.uk/accommodation/pdf/campus-life.pdf>
- I confirm that I have read and understood the Financial Terms and Conditions 2017/18 <http://www.bath.ac.uk/publications/student-accommodation-terms-and-conditions/attachments/terms-and-conditions-for-student-accommodation.pdf>

Signed: _____ Date: _____

Accommodation Office University of Bath, BATH, BA2 7AY



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Returning Students

Accommodation Fee Payment – Direct Debit

The accommodation fees are your responsibility and payments are due as per your accommodation contract at the University of Bath.

Please complete the Direct Debit mandate and mail it back to us, as we need your original signature. Please **DO NOT** fax the Direct Debit mandate as we will not be able to accept it.

Please see Direct Debit mandate for collection dates.

Completing your Direct Debit Mandate Form

General Information

- Please note if your accommodation fees are being paid from a bank account other than your own (e.g. parents/spouse) then this form must be completed and signed by the account holder(s).
- Direct Debits can only be paid from a UK bank account.
- Please note that some Banks and Building Societies may not accept Direct Debit instructions from some types of account (e.g. savings account) please check with your bank/building society whether your account is suitable.
- If the bank does not authorise your Direct Debit a £25 administration charge will be incurred. This charge must be paid along with any outstanding fee amount.

How to complete the Direct Debit Form

Account holders' Details

- Please enter the student's name and number in the boxes provided
- If the Payer(s)/Account Holder(s) is the student please circle **YES** in the top left box and move onto the **Instruction to your Bank or Building Society to pay by Direct Debit** section.
- If the Payer(s)/Account Holder(s) is not the student please circle **NO** in the top left box. Please enter into the boxes in the top right hand side of the form the Payer(s)/Account Holder(s) name(s) and address to which you wish the additional notification to be sent.
- Please now move onto **the Instruction to your Bank or Building Society to pay by Direct Debit** section.

Instruction to your bank or Building Society to pay by Direct Debit section

Please provide the following information in the boxes indicated in this section

- Name(s) of Account Holder (max 18 characters including spaces)
- Bank/Building Society account number
- Branch Sort Code
- Name and full postal address of your Bank or Building Society
- This form must be signed and dated by the Payer(s)/Account Holder(s), in the box to the right of the instruction to your Bank or Building Society to pay by Direct Debit.



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Payment of Accommodation Fees

Please complete the whole form and return it to the Student Accommodation (Acceptance), University of Bath, BATH, BA2 7AY, UK with your acceptance of Accommodation.

Please ensure the Payer (Account Holder) signs the form

Student Name: _____

Student ID _____

Is the Payer (Account Holder) the student?
(Circle as appropriate)

Y N

If the Payer is **not** the student, please enter the Payers' name(s) and full postal address in the boxes opposite

Payers Name(s):

Payers Address

Direct Debit Collection Dates:	Autumn session:	11 October 2017
	Spring session:	10 January 2018
	Summer Session:	11 April 2018
	Summer Vacation:	03 August 2018 (for postgraduate contracts)

The payer will be notified by letter once this instruction has been received

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

University of Bath, BATH, BA2 7AY

Name(s) of Account Holder(s) (max 18 characters including spaces)

Bank/Building Society account number

--	--	--	--	--	--	--	--

Branch Sort Code

--	--	--	--	--	--

Name & full postal address of your Bank or Building Society:

To: The Manager	Bank/Building Society
Address	

Postcode	

Service User Number

6	8	0	1	0	8
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Reference (For office use only)

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Instruction to your Bank or Building Society
Please pay the University of Bath 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 the University of Bath and, if so, details will be passed electronically to my bank or building society.

Signature(s)

Date

Banks and Building Societies may not accept Direct Debit Instructions for some types of accounts

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

We advise you take a copy of the Direct Debit Instruction for your own reference once completed