

Please fill in the whole form in **BLOCK CAPITALS** using a ballpoint pen and hand in at enrolment or return by post to:

Kendal College Milnthorpe Road Kendal Cumbria LA9 5AY
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**Instruction to your Bank or Building Society to pay by Direct Debit**

Service user number

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Name(s) of Account Holder(s)


Branch Sort Code

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(6 digit number)

Bank or Building Society Account Number

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(8 digit number)

Name and full postal address of your Bank or Building Society

To the Manager Bank/Building Society Address
Postcode

Reference:

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For Kendal College Official Use Only

This is not part of the instruction to your bank or building society <b>TO BE USED FOR STANDARD 1 INSTALMENT ONLY</b>	
<b>Full Name of Student:</b>	
A £15 Administration Fee is applied to all Instalments where fees are £500 or less	
<b>Student Reference:</b>	
<b>Deposit Amount Paid:</b>	<b>Receipt No.</b>
<b>1st Instalment: 5th April 2016 Amount: £</b>	
(50% total fees)	
College Copy (Original)	Student Copy

**Instruction to your Bank or Building Society**

Please pay Kendal College 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 Kendal College and if so details will be passed electronically to my Bank/Building Society.

Signature(s)
Date

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

**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 Kendal College will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Kendal 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 Kendal 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 Kendal 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 provide written confirmation to Kendal College by writing to the address above.