

### **Paying Tuition Fees by Direct Debit**

Your tuition fee is due in full at the start of the academic year. If your contribution to tuition fees is over £200 you may pay in termly instalments by Direct Debit. Direct Debit is a simple, safe and speedy way to pay automatically from your bank or building society account (UK only). **There is no additional charge when paying by Direct Debit!**

*Please note many savings accounts do not accept Direct Debits. Please check before completing the form.*

### **How do you set up a Direct Debit?**

Simply complete the Direct Debit agreement form overleaf and return it to the Finance Office as soon as possible.

If you are in receipt of a Tuition Fee Loan and/or Tuition Fee Grant from the Student Loan Company (SLC) for the **full value** of the tuition fees payable, please **do not** complete this form. You will be required to provide a copy of the financial support by SLC on Enrolment.

If you have been awarded a **partial** Tuition Fees Loan/Grant, please indicate this amount on the "Any other Contribution (Sponsor/LEA)" field provided on the form. This enables us to process your payment arrangements promptly, allowing us to spread your payments over the maximum number of instalments available.

Direct debits are collected 1<sup>st</sup> November, 1<sup>st</sup> February and 2<sup>nd</sup> Monday in May.

If you have already set up a direct debit, you will not need to complete a new form unless you have cancelled the previous instruction with your bank or changed accounts and not transferred your direct debits.

### **What happens next?**

The college will make all the necessary arrangements and write to you with details of collection dates and amounts. Please keep the letter in a safe place, that way you can make sure that there is always money in your account to cover the payments when due.

### **What if you want to cancel your Direct Debit?**

Simply write to your Bank or Building Society and also write to the Finance Office at the College ([Finance@rwcmd.ac.uk](mailto:Finance@rwcmd.ac.uk)). If after cancellation you still have tuition fees outstanding you will have to arrange payment within 14 days.

**If you need any further help or information on paying by Direct Debit please phone the Finance Office 029 2039 1337.**


**PAYMENT OF TUITION FEES BY DIRECT DEBIT**

Please complete the whole form and return it to the Finance Department, RWCMD, Castle Grounds, Cathays Park, Cardiff CF10 3ER  
Please ensure the instruction is signed by the payer (account holder).

<b>Payers Name:</b>	<b>Students Details</b>												
<b>Payers Address:</b>	<b>Name:</b>												
	<b>Date of Birth:</b>												
	<b>Course &amp; Year:</b>												
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:70%;"><b>Your Contribution to Fees (by Direct Debit)</b></td> <td style="width:5%; text-align: center;"><b>A</b></td> <td style="width:10%; text-align: center;">£</td> <td style="width:15%; border-bottom: 1px solid black;"></td> </tr> <tr> <td><b>Any other contribution (Sponsor / LEA / SLC Scholarship )</b></td> <td style="text-align: center;"><b>B</b></td> <td style="text-align: center;">£</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td><b>Total Fees</b></td> <td style="text-align: center;"><b>A + B</b></td> <td style="text-align: center;">£</td> <td style="border-bottom: 1px solid black;"></td> </tr> </table>	<b>Your Contribution to Fees (by Direct Debit)</b>	<b>A</b>	£		<b>Any other contribution (Sponsor / LEA / SLC Scholarship )</b>	<b>B</b>	£		<b>Total Fees</b>	<b>A + B</b>	£		<b>Other Comments:</b>
<b>Your Contribution to Fees (by Direct Debit)</b>	<b>A</b>	£											
<b>Any other contribution (Sponsor / LEA / SLC Scholarship )</b>	<b>B</b>	£											
<b>Total Fees</b>	<b>A + B</b>	£											

<b>Instruction to your Bank or Building Society to pay by Direct Debit</b>																															
<div style="border: 1px solid black; height: 100px; margin-bottom: 10px;"></div> <p style="margin: 0;"><b>Name and Address of your Bank or Building Society:</b></p>	<p><b>Originator's Identification Number</b></p> <table border="1" style="margin: 0 auto; text-align: center; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 30px;">9</td> <td style="width: 20px; height: 30px;">4</td> <td style="width: 20px; height: 30px;">8</td> <td style="width: 20px; height: 30px;">8</td> <td style="width: 20px; height: 30px;">6</td> <td style="width: 20px; height: 30px;">2</td> </tr> </table> <p style="margin: 5px 0 0 20px;"><small>Reference (Office Use Only)</small></p> <table border="1" style="margin: 0 auto; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>	9	4	8	8	6	2																								
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<div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <p style="margin: 0;"><b>Name(s) of Account Holder(s):</b></p>	<p><b>Instruction to your bank or building society</b></p> <p style="font-size: small; margin: 5px 0;">Please pay Royal Welsh College of Music and Drama 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 Royal Welsh College of Music and Drama and, if so, details will be passed electronically to my bank/building society.</p>																														
<p><b>Bank/building society account number</b></p> <table border="1" style="margin: 0 auto; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table> <p><b>Branch sort code</b></p> <table border="1" style="margin: 0 auto; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>																															<p>Signature(s): _____</p> <p>_____</p> <p>Date: _____</p>
<p>Banks and Building Societies may not accept Direct Debit Instructions for some types of account</p>																															

This guarantee should be detached and retained by the payer.

The Direct Debit Guarantee	
<ul style="list-style-type: none"> <li>This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits</li> <li>If there are any changes to the amount, date or frequency of your Direct Debit Royal Welsh College of Music and Drama will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Royal Welsh College of Music and Drama to collect a payment, confirmation of the amount and date will be given to you at the time of the request</li> <li>If an error is made in the payment of your Direct Debit, by Royal Welsh College of Music and Drama 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             <ul style="list-style-type: none"> <li>- If you receive a refund you are not entitled to, you must pay it back when Royal Welsh College of Music and Drama asks you to</li> </ul> </li> <li>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.</li> </ul>	