

AGREEMENT TO PAY COURSE FEES BY INSTALMENTS

SESSION 2025/2026

REMINDER - If you have not yet received your SAAS Award Letter, please complete this form and bring it with you on Enrolment Day.

PLEASE COMPLETE IN BLOCK CAPITALS

PERSONAL DETAILS

Title (please circle one)

Mr Mrs Miss Ms

Surname

Forename

Term Address

Postcode

Tel N°

Email Address

Student ID Number

Date of Birth

DD MM YY

Course Title

PLEASE TICK THE RELEVANT BOX

Applied for SAAS ☐

Applying for SAAS ☐

Self-financing ☐

PAYMENT DETAILS

The Direct Debit will come off the last working day of each calendar month as detailed below:

Direct Debit Instalment Plan Dtes	HNC and HND Course Fees £1285	Degree Course Fees £1820
31 October 2025	£195.00	£260.00
28 November 2025	£190.00	£260.00
31 December 2025	£180.00	£260.00
30 January 2026	£180.00	£260.00
27 February 2026	£180.00	£260.00
31 March 2026	£180.00	£260.00
30 April 2026	£180.00	£260.00

DECLARATION

I confirm the agreement to pay my course fees by direct debit instalments as detailed above

Student's Signature

Date

OFFICE USE ONLY:

Spreadsheet ☐

DD Sent to Bank ☐

Sun Updated ☐

Instalments Entered ☐

Please fill in the whole form including official use box using a ball point pen and send it to:

Service user number

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FOR FORTH VALLEY COLLEGE 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

Branch sort code

Name and full postal address of your bank or building society

To: The Manager

Bank/building society

Address

Postcode

Reference

Instruction to your bank or building society

Please pay Forth Valley 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 Forth Valley 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 types of account.

DDI1

This guarantee should be detached and retained by the payer.

- 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 Forth Valley College will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Forth Valley 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 Forth Valley 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 Forth Valley 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 notify us.