

# STANDING ORDER FORM

2012

## Bankers Standing Order Instruction

Please note: **If you stop coming to your course, you still have to pay all the fees and you must continue to pay all the standing order payments. The College will pursue any money which you do not pay.**

There is a **£5** administration fee for setting up each Standing Order.

If the College cancels or closes your course, **you** must cancel the Standing Order with your bank.

When you enrol on your course, you agree to all the College Terms & Conditions.

If you want to discuss payment options or if you want help to complete this form please contact the College on 020 8300 1056.

### How to work out your standing order

1. Take the full cost of the course.
2. Add the registration fee of £5.00 (if applicable) and the Standing Order administration fee of £5.00
3. Divide the total by 4 (25%). This gives you the amount of each payment.
4. Make the first payment by cash, cheque, credit card or debit card when you enrol.
5. Complete the Standing Order Form for the other three payments, starting on the first month after you enrol.

### Example

- |                                    |         |
|------------------------------------|---------|
| 1. Course fee:                     | £179.00 |
| 2. Registration fee:               | £5.00   |
| Standing Order administration fee: | £5.00   |
| Total:                             | £189.00 |
| 3. Total: £189.00 ÷ 4 =            | £47.25  |
| 4. Pay £47.25 when you enrol.      |         |
| 5. 3 x Standing Order payments of  | £47.25  |

### 1. To be completed by the learner

**You MUST complete this section in full**

Single courses over 12 weeks and costing over £150 - Three Equal Payments

To: Name of Bank:

Please set up the following monthly standing order payments to Adult Education College Bexley and debit my/our account accordingly.

Account holder's name:

Bank branch that holds this account:

Bank Address:

Sort Code:

   -    -   

Account number :

(not 16 digit card number)

Please tick to say that you have read the current Terms & Conditions available in the current brochure and website.

Signature:

Date:

  /   /    

### 2. Information for the Bank (completed by the College on enrolment)

Number of payments:

Three

Date of first payment:

   /   /   

Amount of payment:

£

Amount of payment in words:

How often are payments:

Monthly

Date of last Payment:

   /   /   

Payment reference:

          

Course code, learner surname, first initial

#### Payee details:

AECB Bank:

National Westminster Bank

Sort Code:

6 0 - 1 9 - 1 9

Account No:

5 1 6 5 8 5 3 4

Name of Account:

Bexley London Borough Re: Adult Education College Bexley

### 3. For College use only

Fee:

Date passed to bank: