

Bankers Standing Order Instruction



Please complete section 1 and take to Adult Education College Bexley for completion.

In the event of a course being closed or cancelled it is your responsibility to cancel the Standing Order with your bank.

1. To be completed by the learner

Over 12 wks & over £150 - Five Equal Payments

To: Name of Bank

Branch Sort Code

Address

Please make monthly standing order payments to Adult Education College Bexley in accordance with the details shown below.

This order should be cancelled after the last payment indicated.

Please debit my account (number)

Account holder's name

Amount payable monthly £ Number of Payments

Amount in words

Signature Date

2. Information for the Bank (completed by the office)

Date of first payment (month) (year)

Number of payments

Date of final payment (month) (year)

Account to be Credited:

AECB Bank Sort Code

Name of Account Account Number

Reference to be quoted by bank on all payments: (course code, learner surname)

3. For office use only

Name of learner

Course number/title

Fee

Date passed to bank