

# Standing Order Form

## Bankers Standing Order Instruction



**Please note:** There is a £5 administration charge for setting up Standing Orders.

Complete section 1 and take to Adult Education College Bexley.

To work out your payments: take the full amount of the course and divide by 4 or 6 (see conditions below). To this amount add the registration fee (if applicable) plus the £5.00 administration charge - this amount represents the first instalment that you **MUST** pay at the time of enrolment by cash, cheque, credit or debit card. The remaining 3 or 5 instalments will be collected monthly by standing order commencing on the first month following your enrolment.

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

**Fees are still payable even if you withdraw from a course and outstanding fees will be pursued.**

### 1. To be completed by the learner

**You MUST complete this section in full**

Up to (& including) 12 weeks and over £100 - Three Equal Payments

*Please tick as appropriate*

Over 12 weeks & 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:

*Delete as appropriate*

Amount in words:

Signature:

Date:

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

Date of first payment:  (month)  (year)

Number of payments:  (month)  (year)

Date of final Payment:  (month)  (year)

#### Account to be credited

AECB Bank:

Sort Code:

Name of Account:

Account No:

Reference to be quoted by bank on all payments: (course code & learner name)

### 3. For office use only

Fee:

Date passed to bank: