



ESTATES AND CAMPUS SERVICES

PLEASE READ CAREFULLY

Residential Services
Geddes Court
University of Stirling
Stirling FK9 4LR
Scotland

Telephone: +44 (0)1786 467060
Fax: +44 (0)1786 466844
E-mail: accommodation@stir.ac.uk

PAYMENT OF RESIDENCE RENTS – SESSION 2012/2013

The payment of residence rents can only be made by bank direct debit (except in very special circumstances – see below*) on the following dates

****1 or 2 Instalments**

38/39/45/50/52 Weeks

Friday, 12 October 2012

Tuesday, 12 March 2013

6 Instalments

38/39/45/50/52 Weeks

Friday, 12 October 2012

Monday, 12 November 2012

Wednesday, 12 December 2012

Tuesday, 12 March 2013

Friday, 12 April 2013

Sunday, 12 May 2013

8 Instalments

38/39/45/50/52 Weeks

Friday, 12 October 2012

Monday, 12 November 2012

Wednesday, 12 December 2012

Saturday, 12 January 2013

Tuesday, 12 February 2013

Tuesday, 12 March 2013

Friday, 12 April 2013

Sunday, 12 May 2013

Instalments are based on total rent due divided equally over the number of instalments requested.

Payment of residence rents by direct debit enables the University to reduce administrative costs and also assists students by keeping rents down and removing the necessity to wait in lengthy queues at the start of semester.

A link to the direct debit form is available to download when you proceed to online contracts. You need to print off two copies of the form which should then be completed and returned (**both copies**) to Residential Services. In addition to your bank details, please check that the STUDENT IDENTIFICATION NUMBER which is automatically populated on the direct debit form is correct.

A direct debit instruction from a third party (ie parent/guardian) is acceptable. In cases of joint banks accounts, both account holders should sign the agreement.

Direct debit forms should be received at Residential Service Office no later than 1st September 2012. Failure to do so will mean payment will revert to one full year payment due on 12th October 2012.

Students who are not resident in the UK and therefore, may not have a UK bank account will be allowed to submit the direct debit form after a UK account has been opened. Please note however that this form is required to be completed and returned to the Residential Services Office at least three weeks prior to the date of the first instalment.

If you find difficulty in opening a bank account which will accept direct debits you can make alternative arrangements with Residential Services by contacting this office in advance for approval.

*Only for very special reasons will the University be prepared to consider accepting the payment of residence rents by methods other than bank direct debit. If you consider these circumstances apply in your case, please contact Residential Services (Tel: 01786 467063).

Those students (particularly first year) who do not have a bank account will need to open one in order to pay in SAAS/local authority grant cheques and/or amounts from sponsors or other sources.

If a person other than yourself wishes to be responsible for paying residence rent on your behalf, that person needs to complete the direct debit instruction form.

Please note the following assurances in respect of direct debit mandates:

1. Direct debits must be presented strictly within the terms of the instructions you have signed and you are protected by an Indemnity given by the University to the banks.
2. Your instruction permits payments of unspecified amounts and the University will inform you at least 14 days in advance of the amount and date of the payment. This is done via an accommodation invoice at the start of semester.
3. You always have the right to cancel your mandate simply by writing to your bank. It is your responsibility to ensure that Residential Services are also be informed.
4. Your bank will reimburse you if a direct debit that does not conform to your instructions is charged to your account.
5. Direct debits can only be presented to a UK bank.