

MANCHESTER METROPOLITAN UNIVERSITY

TUITION FEE DIRECT DEBIT SCHEME

LETTER OF FORWARD NOTICE & REGULATIONS

- The Direct Debit Scheme is administered by Financial and Legal Services, Student Billings Section, All Saints Building Oxford Road, Manchester M15 6BH. Tel: 0161 247 2937, Email: tuitionfeeeng@mmu.ac.uk
- **PLEASE NOTE Students must not register for the Direct Debit Scheme if they have requested a Tuition Fee Loan for the full course fee.**
- **The University reserves the right to suspend a student during an academic year for defaulting on any payment arrangements.**
- In order to participate in the Direct Debit Scheme, students with fees in excess of **£5,000** must pay an initial minimum payment further details of which will be displayed during your online enrolment.

(Please note, to be eligible to enter the Direct Debit scheme, your Direct Debit total payments must exceed £250).

- Students who withdraw from their course should in the first instance: 1) Contact their Programme Office and confirm the leaving date in writing. 2) Contact Student Billings staff on the above email address to advise them of the situation and alternative payment arrangements can then be agreed for the final instalment. Once formally notified of the last date of attendance by the Programme Office, Student Billings staff will then arrange for any necessary fee adjustments.
- Students should note that Student Billings staff will change the value of Direct Debit instalments relating to reduction changes only. Any increased fees must be paid by an alternative payment method. Instructions to change instalment values must be received at least 2 weeks prior to any instalment due date to ensure that the amendment is processed in time. Failing this, the subsequent remaining instalments will be adjusted accordingly.
- **Students who have applied for a Professional & Career Development Loan towards their fees should not set up a Direct Debit Mandate as these loans may be paid directly to the University in up to 4 instalments. (Students should contact their Finance Service Centre to set up an manual instalment agreement instead)**

- Mandates can only be accepted for UK bank accounts – Alternative payment arrangements can be discussed by contacting a member of Credit Control on 0161 247 1852.

- Instalment details are as follows:

28th October 2016

20th January 2017

27th April 2017

- The University will collect the fees indicated during your enrolment on, or around the dates shown, in three instalments. The above instalment dates **cannot** be changed to meet individual requirements.
- Students who default on a Direct Debit instalment will be required to pay the outstanding instalment value immediately. If payment has not been received within 7 days of the defaulted payment you will be removed from the Direct Debit Scheme. Failure to do so may result in access to University services being withdrawn.
- Should a subsequent default occur then the full outstanding debt will become immediately due.
- The University will **NOT** accept responsibility for any bank charges that students may incur.
- The University will refund any monies overpaid only on the specific written request from the student and after all University debts are cleared.
- **If for any reason the Direct Debit payments are not collected, it is the student's responsibility to check to ensure payments have been collected from the payer's bank account on the agreed dates. Please then contact the University on telephone number 0161 247 2937 to advise the Student Billings staff if no payments have been collected.**
- **Once registered the mandate will exist for the duration of your study at MMU unless the mandate is cancelled at your bank or we advise to the contrary.**