

**MANCHESTER METROPOLITAN UNIVERSITY
PLATT LANE MEMBERSHIP – DIRECT DEBIT SCHEME
LETTER OF FORWARD NOTICE AND REGULATIONS**

- The Direct Debit Scheme is administered by Manchester Metropolitan University, Financial and Legal Services, Cashiers Team, All Saints Building, Oxford Road, Manchester, M15 6BH.
Tel: 0161 247 2000, Email: cashiers@mmu.ac.uk.
- Platt Lane Sports Complex reserves the right to suspend any memberships for reasons of payment default or acts of misconduct.
- In order to participate in the Direct Debit Scheme, members must have a bank account that allows collections to be made by Manchester Metropolitan University.
- Direct Debit is the preferred method of payment of membership subscriptions. Where a member has no bank account, alternative payment methods can be discussed on request at Platt Lane reception.
- Members who wish to terminate their subscriptions for whatever reason should in the first instance 1) Contact the Platt Lane reception to confirm the leaving date 2) Contact their bank to cancel their mandate 3) make arrangements to pay any overdue subscriptions.
- The Direct Debit Mandate is set up via a published link, that will be communicated (verbally or on email), which allows an automated Mandate to be established. Members must record their Membership Number when setting up the Mandate as this acts as the unique identifier with the bank and ensures income is accurately recorded for each member.
- All Mandates are established on a recurring monthly basis until the membership with Platt Lane Complex and the Direct Debit Mandate have both been cancelled by the member.
- All Direct Debit payments are collected in advance on the 1st day of the first full calendar month. Any part months should be paid direct to the Platt Lane Reception, either in cash or via credit or debit card payment.
It is not possible to amend the collection date, which applies to all member subscriptions.
- Membership subscriptions are established on a minimum three monthly contract, thereafter a rolling one-month contract will apply. Platt Lane Complex will continue collecting the Direct Debit payments until the mandate has been cancelled by the member at their bank.

- Platt Lane requires 30 days' notice of cancellation on membership and membership can only be cancelled after an initial 3 month period. Payment will be collected if cancelling after the 1st of the month. This will be taken on the following month after the cancellation date. Membership card must be returned to Platt Lane Sports Complex otherwise this may affect the cancellation.
- Mandates can only be accepted for UK bank accounts – Alternative payment arrangements can be discussed by contacting Platt Lane reception on 0161 256 6652
- Members 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 date, the member's subscription will be suspended and MMU-Platt Lane reserves the right to apply a re-installation fee of £15.
- Subsequent defaults will result in the member account being removed from the Direct Debit Scheme.
- The University will **NOT** accept responsibility for any bank charges that members may incur.
- The University will refund any monies overpaid only on the specific written request from the member.
- **If for any reason the Direct Debit payments are not collected, it is the member'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 the above telephone number to agree an alternative payment method.**

I confirm that I have read and agreed the above terms and conditions

Signed:.....

Date: / /

Name:.....