

To the Manager

Bank Name:

Please set up the following Standing Order and debit my/our account accordingly

Account Details

Account name: Account Number

Account holding branch Sort code

Payee Details

Payment Standing Order Ref
(Please leave blank – To be completed by ACRES Office)

Sort Code of Payee

Account Number of Payee

Payment Instructions

Amount

Number of monthly payments Payable on the 1st of each month

Date of first payment

Date of last payment

Authorisation

I agree to pay all instalments in full and understand that should I withdraw from the course(s), I will be liable for the full course fee(s).

ACRES Office Authorisation

Customer signature(s)

Date:



Instalments are accepted where the fee for a single course is in excess of £60. The first instalment is payable at enrolment and should be sent together with a standing order authorisation.

Fees between £60 and £119 – 50% of the fee is payable on enrolment followed by 2 monthly payments of 25% of the fee by standing order.

Fees between £120 and £199 – may be paid in three equal instalments, the first instalment due on enrolment followed by 2 monthly instalments by standing order.

Fees over £200 – may be paid in four equal instalments, the first instalment due on enrolment followed by 3 monthly instalments by standing order.

If you wish to pay your fees in instalments please complete the standing order authorisation overleaf and forward it with your enrolment form and 1st instalment to:

**The Adult College for Rural East Sussex
c/o Uckfield Community Technology College
Downsview Crescent
Uckfield
TN22 3DJ**

Please note that the standing order is payable to East Sussex County Council

