

Direct Debit payments

The University offers the flexibility to spread the cost of tuition and accommodation fees over monthly or termly instalments by Direct Debit.

Tuition fees

- **Termly plan** - this plan collects three termly instalments in November 2014, February 2015 and May 2015.
- **Monthly plan** - this option allows the tuition fee to be paid over eight monthly instalments between October 2014 and May 2015.

Collections are made on the first working day of the month stated above.

Accommodation fees

- **Termly Plan** - this plan collects three termly instalments in November 2014, February 2015 and May 2015
- **Monthly Plan** - the number of instalments is calculated on the length of your accommodation contract.
42 week contract- October 2014 - May 2015
50 week contract- October 2014 - July 2015

Existing Direct Debit payers

If you are an existing Direct Debit payer and wish to amend your account details please complete the [Change of Bank Account Details form \(PDF - 25KB\)](#) ([/Documents/students/payments/bank-details-amend.pdf](#)).

Terms and conditions of paying by Direct Debit

[Open all sections](#)

To be eligible to pay by Direct Debit instalments you must have a UK bank account that accepts Direct Debits. If you are in any doubt about the type of account that you have, please consult your bank or building society.

Once we have accepted and processed your application we will send you an Advance Notification detailing the payment dates and amounts due.

Please note that you will not receive your schedule of payments until you have completed your registration with the University in the 2013/14 academic year.

Change of Contact Details

If you change your address or the email address that we use to contact you, please email studentfees@bham.ac.uk (<mailto:studentfees@bham.ac.uk>) or telephone +44 (0)121 414 6074, quoting your plan reference number (this is the number that starts TFxxxxxx). If you are a student, then in addition to telling us about your change of address, you will need to change your address with the University by changing your address in the Web Registration portal.

Administration Fee

For tuition fee repayment, if the total value of your tuition fee payment plan is £4,000.00 or above, a non-refundable interest charge of 1.5% will be added to the amount that you are paying and will be included in your instalments. Please be aware that the maximum interest fee for 2013/14 will be 1.5% and will not be more than 1% above the Bank of England base rate at the time of receiving your application. For example if you pay £10,000 by Direct Debit there will be an interest fee of £150, so the total that you will pay will be £10,150.

Cancellation

You have the right to cancel your Direct Debit at any time. Please note that in the event of cancellation any outstanding balance will fall due with immediate effect. To cancel your Direct Debit please email studentfees@bham.ac.uk (<mailto:studentfees@bham.ac.uk>) or telephone +44 (0)121 414 6074. The University incurs additional administrative costs when collecting late payments. Please note that if we fail to receive a tuition fee payment when requested, a default charge of £50 or 1.5% (whichever is the greater) may be charged to cover these costs. For further details on penalties for non-payment, please refer to the [Admissions and Registration Regulations form \(PDF - 67KB\)](#) ([/Documents/students/payments/adm-regist-regulations.pdf](#)).

Direct Debits Explained

A Direct Debit is an instruction from you, to your bank or building society, that tells them to pay the University agreed amounts from your account. You will receive a list of the collection dates and the amounts when we set up your Direct Debit (this is called an Advance Notice), Your bank will then automatically pay the University these amounts on the collection dates.

When you are paying by Direct Debit instalments, you are protected from errors by the [Direct Debit Guarantee](#) (<https://www.ecommercegateway.co.uk/bham/edd/ddginfo.asp>).