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**This material is available in alternative formats upon request. Please contact [development@london.ac.uk](mailto:development@london.ac.uk)**

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### Name and full postal address of your Bank or Building Society

To  Bank/Building Society Branch

Address  Postcode

### Instruction to your bank or building society

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Signature  Date

Reference

Banks and building societies may not accept Direct Debit Instructions for some types of account

✂-----  
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- If there are any changes to the amount, date or frequency of your Direct Debit University of London will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request University of London to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
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  - If you receive a refund you are not entitled to, you must pay it back when University of London asks you to
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