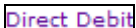

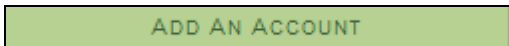

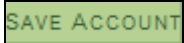


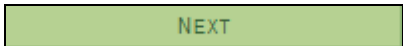
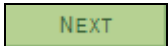
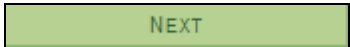

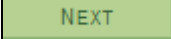
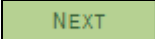

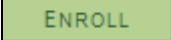


Enrol in a Direct Debit

Step	Action
1.	Click the Direct Debit link. 
2.	Click the Sign up for Direct Debit button. 
3.	To establish a Direct Debit you must first enter bank account details. Click the Add an Account button. 
4.	Enter your Account Reference . In this example enter a valid value e.g. " Tuition Fee Account ".
5.	Enter your Account Name field. In this example enter a valid value e.g. " Ms Maggie Marshall ".
6.	Enter the name of the Bank where you hold this account. In this example enter a valid value e.g. " Royal Bank of Scotland ".
7.	Enter your Sort Code . In this example enter a valid value e.g. " 871427 ".
8.	Enter your Account Number . In this example enter a valid value e.g. " 09123496 ".
9.	Click the Please select to confirm that you are the account holder option to proceed. 
10.	Click the Save Account button. 
11.	Click the Select button. 
12.	To continue to set up your Direct Debit click the Yes option. 
13.	Click the Next button. 
14.	Click the Next button. 
15.	Click the Next button. 

Step	Action
16.	Select the appropriate Direct Debit payment plan. In this example click the DD Tuition: Oct 11- May 12 Direct Debit for Tuition Fees Only option. 
17.	Click the Next button. 
18.	Click the Next button. 
19.	Click the Yes, I have read the agreement option to confirm you understand the Direct Debit obligations and agree the installments. 
20.	Click the Enroll button. 
21.	Congratulations. You have successfully enrolled in a Direct Debit. If you were unable to enroll in a Direct Debit please contact the Student Services Enquiry Team in the Fraser Building. End of Procedure.