

## Setting Up a Direct Debit

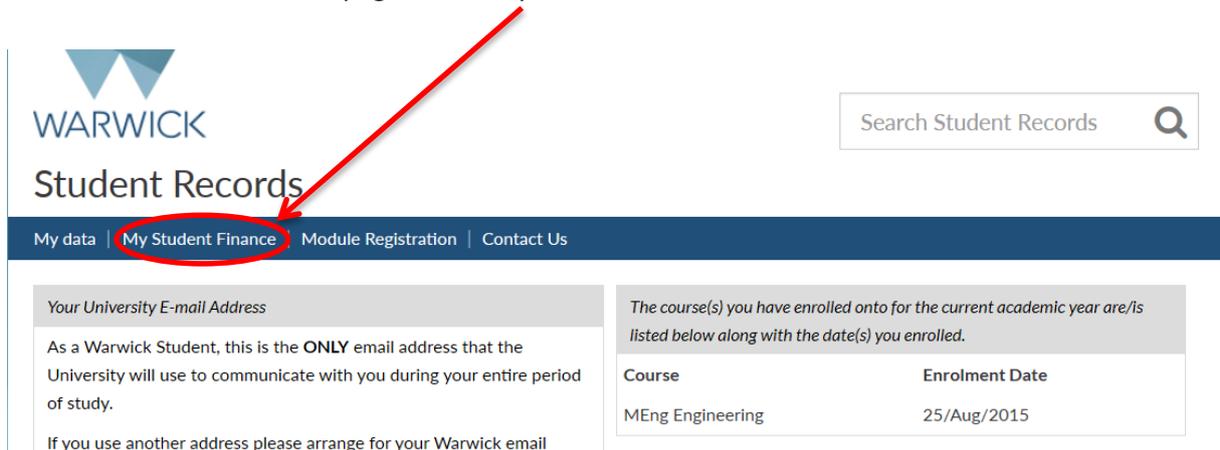
### Step 1: Log in

Go to <http://www.warwick.ac.uk/evasion>, log in using your ITS username and password (given to you when you enrolled online).

This will display your student records page.

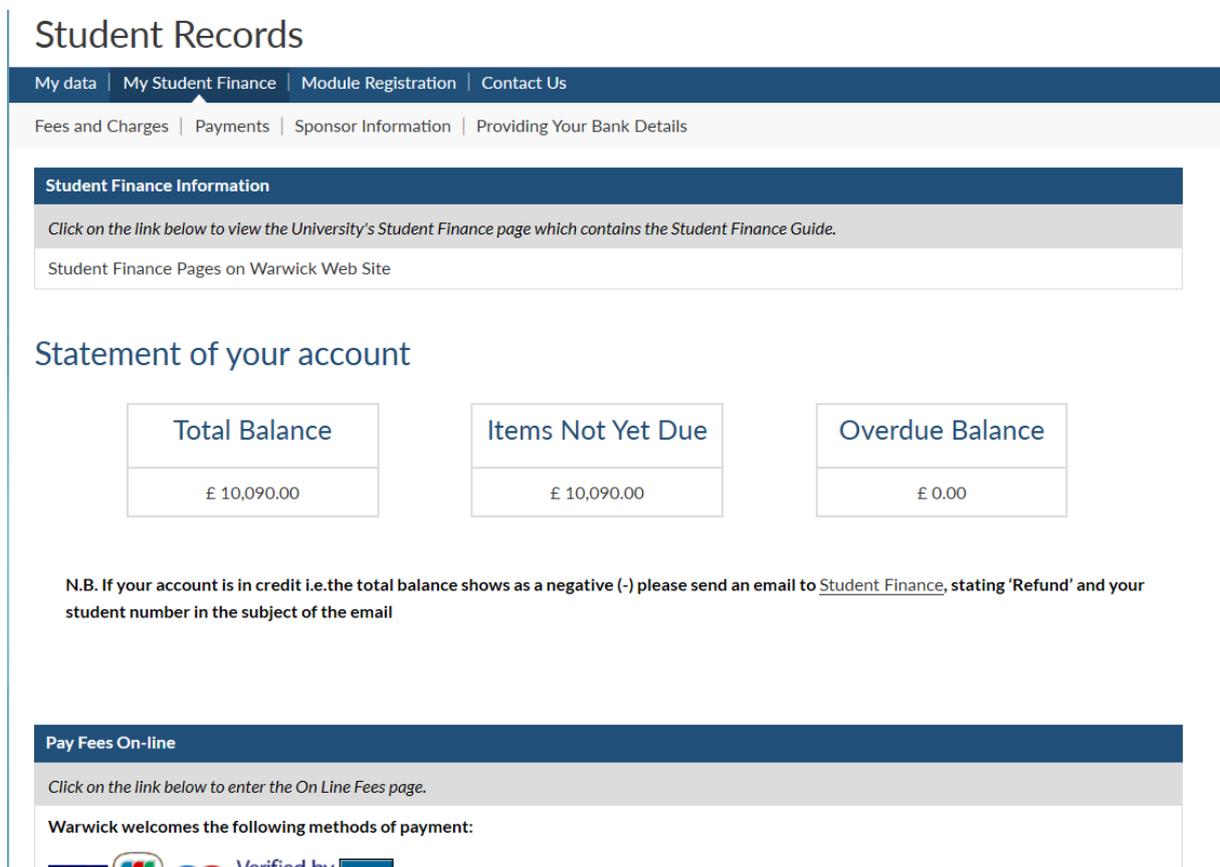
### Step 2: Access the Student Finance page

On the left hand side of the page select 'My Student Finance'



The screenshot shows the Warwick Student Records interface. At the top left is the Warwick logo. To the right is a search box labeled 'Search Student Records'. Below the logo is the heading 'Student Records'. A navigation bar contains links: 'My data', 'My Student Finance' (circled in red), 'Module Registration', and 'Contact Us'. Below the navigation bar are two main content areas. The left area is titled 'Your University E-mail Address' and contains text explaining that this is the only email address the university will use for communication. The right area is titled 'The course(s) you have enrolled onto for the current academic year are/is listed below along with the date(s) you enrolled.' and contains a table with two columns: 'Course' and 'Enrolment Date'. The table lists 'MEng Engineering' with an enrolment date of '25/Aug/2015'.

This will then display your account.



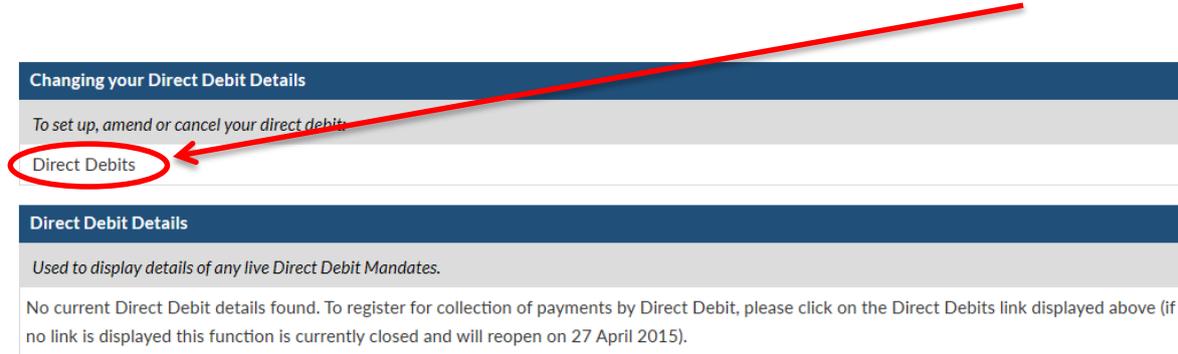
The screenshot shows the Warwick Student Finance account page. At the top is the heading 'Student Records' and a navigation bar with links: 'My data', 'My Student Finance', 'Module Registration', and 'Contact Us'. Below the navigation bar is a sub-navigation bar with links: 'Fees and Charges', 'Payments', 'Sponsor Information', and 'Providing Your Bank Details'. The main content area is titled 'Student Finance Information' and contains a link to view the University's Student Finance page. Below this is a section titled 'Statement of your account' which displays three summary boxes:

Total Balance	Items Not Yet Due	Overdue Balance
£ 10,090.00	£ 10,090.00	£ 0.00

Below the summary boxes is a note: 'N.B. If your account is in credit i.e.the total balance shows as a negative (-) please send an email to [Student Finance](#), stating 'Refund' and your student number in the subject of the email'. At the bottom is a section titled 'Pay Fees On-line' with a link to enter the On Line Fees page. Below this is a section titled 'Warwick welcomes the following methods of payment:' with logos for various payment methods and a 'Verified by' logo.

### Step 3: Choose to set up a direct debit.

On this 'My Student Finance' page, scroll down to the end of the page and click on this link:



You will be presented with some information about direct debits at the University of Warwick on the next page. Please read through this.

### Step 4: Choose which account you wish to set up a direct debit from.

At the bottom of this page, you will be presented with the option on setting up a direct debit from your own account, or if you wish to request that another person be able to set one up on your behalf e.g. your parents. Select the first option to set up a direct debit yourself, and click 'Continue'. (If you want someone else to set up a direct debit for you, select the second option and follow the instructions; this will send them a link with a temporary username and password so they can login and do so themselves.)

## Student Records

My data | My Student Finance | Student Funding | Module Registration | Contact Us

Fees and Charges | Payments | Sponsor Information | Providing Your Bank Details

(50%) by an alternative payment method.

If you opt to pay **both** tuition and accommodation fees by direct debit, one amount for both payments will be taken from your account on the dates shown below.

Instalment dates for 2015/16 are:  
29 October 2015  
28 January 2016  
28 April 2016  
14 July 2016 (only for those students in accommodation during the Summer vacation)

Please ensure any funds transferred into your bank account to meet your direct debit payments arrive the **day before** the dates shown above at the very latest.

For further details please refer to the direct debit section of the methods of payment tab (under making payments), on the Student Finance website at: [Direct Debit](#)

If you already have a direct debit setup and you just want to **change your address or email details**, please go to the My Data tab above on the left hand side of this page and select the appropriate edit my address details option on the right hand side. This will automatically update the address details we hold for your direct debit. Emails regarding your direct debit are automatically sent to any email address you include on either your home address update or your term time contact address update. If your direct debit is set to communicate by email and you now need a DD letter please email [directdebit@warwick.ac.uk](mailto:directdebit@warwick.ac.uk).

Please select from one of the following options

I want to set up, amend or cancel a direct debit online on an account where I am the account holder and the only person required to authorise debits from this account.

I want another person to be able to set up a direct debit online on an account where he/she is the account holder and the only person required to authorise debits from this account.

[Continue](#)

### Step 5: Choose the type of fees you wish your direct debit to collect

Any currently active direct debits will show at the top of the screen. Please select the appropriate option and click 'next'. In this case, the student wants to set up a direct debit for both. Click 'Next'.

## Student Records

My data | My Student Finance | Student Funding | Module Registration | Contact Us

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**YOU MUST SELECT THE CONFIRM BUTTON ON THE CONFIRMATION SCREEN AT THE END OF THIS PROCESS TO REGISTER YOUR DIRECT DEBIT MANDATE**

What type of direct debit would you like to set up/cancel?

Current active DDMs

Sort Code	Account No.	Account Name	Type	Creation Date
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Please select from one of the following options

**Tuition fees and Accommodation Fees** - This will allow you to cancel your current mandate and/or setup a new mandate for both Tuition Fees and Accommodation with new bank details. Or alternatively you can amend your current mandate to collect both Tuition Fees and Accommodation Fees where a single mandate already exists without changing your bank details.

**Tuition fees** - This will allow you to cancel your current mandate and/or setup a new mandate for Tuition Fees with new bank details. Or alternatively you can amend your current mandate to only collect Tuition Fees without changing your bank details.

**Accommodation fees** - This will allow you to cancel your current mandate and/or setup a new mandate for Accommodation Fees with new bank details. Or alternatively you can amend your current mandate to only collect Accommodation Fees without changing your bank details.

### Step 6: Choose to set up a new direct debit (mandate)

To set up a new direct debit, you need to choose the first option to "Cancel current mandate and/or set up a new mandate for tuition fees with new/different bank details". Click 'Next'.

## Student Records

My data | My Student Finance | Student Funding | Module Registration | Contact Us

Fees and Charges | Payments | Sponsor Information | Providing Your Bank Details

**YOU MUST SELECT THE CONFIRM BUTTON ON THE CONFIRMATION SCREEN AT THE END OF THIS PROCESS TO REGISTER YOUR DIRECT DEBIT MANDATE**

Current active DDMs

Sort Code	Account No.	Account Name	Type	Creation Date
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You have opted to set up/cancel a mandate for **Tuition Fees and Accommodation Fees**.

Please Note: If you have a direct debit set up for both tuition and accommodation, then cancelling either element will cause both to be cancelled. If you still want to have both tuition and accommodation fees covered by a direct debit, then both will need to be created (either individually or together). Alternatively use option 'Keep current bank details and use them for both tuition and accommodation' where there is only one current mandate setup. This option is **only available** if one current mandate exists. If you currently have 2 separate mandates for tuition and accommodation with different details and you want collect both on the same mandate, please cancel your current mandates and then setup a new mandate for both tuition and accommodation.

What would you like to do?

**Set up a new mandate for both tuition and accommodation fees or Amend the bank details of my existing mandate (selecting this option will automatically cancel your existing mandate)**

**Keep current bank details and use them for both tuition and accommodation fees. This option is only available if one current mandate exists.**

**Choose another type of mandate**

**Cancel current mandate/s and exit**

**Keep current mandate/s and exit**

## Step 7: Enter your bank details

In the next screen, enter the sort code and account number of the account you want your fees to be collected from, and click 'Validate'.

Fees and Charges | Payments | Sponsor Information | Providing Your Bank Details



### Student on-line direct debit mandate setup

In this screen you need to enter your bank account details and validate them.  
Please enter your bank sort code and account number and then press validate.  
This will enter your branch name for you (this may be different from your actual branch if your bank use a Customer Service Centre to process direct debits. As long as your sort code is correct this is okay).  
All fields marked \*\* are mandatory and must be entered before you press Create.

Please enter your bank details and validate them. The items marked with \*\* are mandatory and must be entered.

Bank Account Details \*\*

Tick here if not your own account

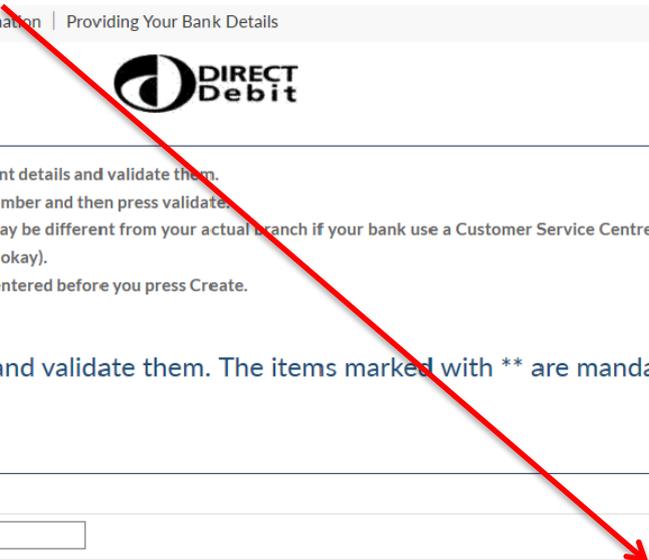
Bank sort Code\*\*

Bank account number\*\*

Bank branch name \*\*

Account Holder Name \*\* (32 characters maximum. Please shorten to fit ie: JL & LJ Smithfield)

Notification method\*\*



If a valid account is found, the 'Validate' button will disappear. If it doesn't, you need to enter new details and click 'Validate', until a valid account is found.

In 'Notification method', select how you would like to be notified when we are taking money from your account. Our preferred notification method is 'Email'. **Note:** If you do require notification by letter, this will only be sent to an address in the UK.

After entering these details, click 'Create'.

### Step 8: Confirm your contact details

Please view your contact details as displayed on the next screen, and select 'Edit home/contact address' to change anything you notice is incorrect. If everything looks ok, you can proceed to select your notification preferences.

	Home address details	Contact address details
Address		
Postcode		
Tel		
Mobile		
Email Address		
	<a href="#">Edit home address</a>	<a href="#">Edit contact address</a>

If you need to have a letter instead of an email, then it can be sent to your Home Address or the Correspondance address that we hold for you. If the details listed are incorrect you can update them in the address table above.

Please select either Contact Address or Home Address only if you want a letter sent to your Home or Correspondance address.

- I am happy to receive all my correspondence by Email
- I need a letter to go to my Contact Address
- I need a letter to go to my Home Address

### Step 9: Review and confirm your choices

This page will confirm the bank details you have entered, the type of direct debit and the notification method and contact address.

Account Name	Sort Code	Account No.	Branch	Type
TEST ACCOUNT	202355	****3700	COVENTRY	Tuition Fees and Accommodation Fees

**Notification Methods**

You have chosen to be notified by email.

[Start Again](#) [Edit Address](#) [Confirm](#)

If your bank details are wrong, select 'Start Again'. If your address is wrong, select 'Edit Address'. If everything is correct, select 'Confirm'.

## Step 10: Review your paperless DDM

The next screen will show you a copy of the direct debit mandate you have just set up. Please review it to ensure all the details are correct. (**Note:** It's ok for the bank address shown to be different from your branch address, so long as it is your bank i.e. Barclays, HSBC etc. This is to do with your bank's internal processing of direct debits.)

<p>Paperless DDM</p> <p>Student Finance Office University House University of Warwick Coventry CV4 8UW</p>	 <p>Instruction to your Bank or Building Society to pay by Direct Debit</p>
<p>Name of Account Holder(s)</p> <p>Est: Account</p>	<p>Service User Number</p> <p>6</p>
<p>Bank/Building Society account number</p> <p>7 6 5</p>	<p>Reference</p> <p>1</p>
<p>Branch Sort Code</p> <p>2 0 2 3 6 0</p>	<p><i>Instruction to your Bank or Building Society</i></p> <p>Please pay University of Warwick Direct Debits from the account detailed in this Instruction, subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with The University of Warwick and, if so, details will be passed electronically to my Bank/Building Society.</p>
<p>Name &amp; Address of your Bank/Building Society</p> <p>BARCLAYS BANK PLC Leicester Leicestershire LE87 2BB</p>	<p>Date</p>

## Step 11: Accept the paperless DDM

At the bottom of the page, click 'Return to portal' to complete the process. Your direct debit has now been successfully registered and you should soon receive a confirmation email.

This guarantee should be detached and retained by the payer.

### THE DIRECT DEBIT GUARANTEE

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit The University of Warwick will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request The University of Warwick to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by The University of Warwick or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society.
- If you receive a refund you are not entitled to, you must pay it back when The University of Warwick asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.



Return To Portal