



COURSE CODE (if known)

COURSE NAME

If a student wishes to pay their Fees by instalments the following declaration, together with the method of payment details must be completed and signed and then accompany the enrolment form.

I understand all my fees must be settled 4 weeks prior to the final session and the total cost of the fees are still due to the College if I withdraw from the course.

I agree to pay in full the sum of £ in instalments

To be settled by

Total Due

£ .

A minimum deposit of 10%

£

To be paid at the time of enrolment to be followed by

payments

of

£ .

on

METHOD OFF PAYMENT (Please tick one)

And then complete details overleaf

Debit/
Credit CardPost dated
cheques

To the best of my knowledge I have no outstanding debts with Highlands College, University Centre, Adult Education, Library or any other part of the college. I also understand that if it is found that I do have debts with the College my request to pay by instalments may be declined and I may be withdrawn from the course at the discretion of the Finance Department.

I hereby sign that I have read, understood and agree with the above statement

Signature

Date

Please Print Student Name

Address

Postcode JE

Contact Phone Numbers

Day

Evening

To ensure confidentiality and privacy, all processing will be carried out under the requirements of the Data Protection (Jersey) Law 2018

OFFICE USE ONLY

Course Start Date

Course End Date

HC.....

INV

Course Code

I agree the above student may pay by

instalments

Team Leader Signature

Date

Finance Officer Approval

Date

After completion please forward to Student Records, CIS Dept, together with the enrolment form for processing

INSTALMENT PAYMENT METHODS

DEBIT / CREDIT CARD or by POST DATED CHQUES, details as follows

DEBIT / CREDIT CARD

If your method of payment is by credit / debit card please complete this section in full, before returning these payment details and the instalment declaration to;

Student Records, CIS Department, Highlands College, Highlands Lane, St Saviour, JE1 1HL.

We accept: **Master Card, Visa, Visa Debit, Visa Electron and Solo**

The payments will be taken from your card on the dates that you requested on the declaration form overleaf.

Signature of the Card Holder

Name of the Card Holder

Contact Number of the Card Holder

Contact Number of the Card Holder

Start Date (if applicable)

Security No:

Expiry Date

Issue No (if Switch/Solo)

OR

POST DATED CHEQUES

If your method of payment is by post dated cheques, all the cheques must accompany this form before returning these payment details and the instalment declaration to;

Student Records, CIS Department, Highlands College, Highlands Lane, St Saviour, JE1 1HL

Post dated cheques will be banked individually on the date stated on each cheque.

Please make cheque payable to **“The Treasurer of the States”** and enclose with this form.

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