

# Payment Details



CHALLENGING MINDS. INSPIRING SUCCESS.

Student Name \_\_\_\_\_

Student ID (if known) \_\_\_\_\_

Date of Birth \_\_\_\_\_

Name of Course \_\_\_\_\_

Academic Year (e.g. 2008-2009) \_\_\_\_\_

Course Code (if known) \_\_\_\_\_

Course Cost (if known) £ \_\_\_\_\_

Payment Method (tick choice)

- Cheque Enclosed\* for £ \_\_\_\_\_
  - Credit Card Details completed
  - Employer Authorisation completed overleaf
  - I would like to pay by instalments. I am paying 25% of my total course fee. Please send me a Direct Debit mandate for 3 subsequent payments to be collected by on the 28th of each month. (Only available for courses costing at least £100 and of 15 weeks or more duration and not designated **Full Cost**)
- If you are paying the reduced fee because you are in receipt of a qualifying benefit proof must either be attached or brought into the Administration Centre.

\*Please make cheques payable to **City College Norwich**

Credit Card Details

Please charge my **Visa/MasterCard/Switch/Amex**  
(delete not applicable)

Card Number \_\_\_\_\_

Expiry Date \_\_\_\_\_ Maestro (Switch) Issue No. \_\_\_\_\_

Security Number: *These are the last 3 numbers on the back of the card e.g. 1234 **997*** \_\_\_\_\_

Amount £ \_\_\_\_\_

Card Holder's Name \_\_\_\_\_

For courses that are designated as **Full Cost**; payment must be received by City College Norwich before an offer can be made. If you cancel, or do not attend the course, you will still be liable for the fees. For some courses it may be possible to transfer onto an alternative course within a set period of time and providing sufficient notice is provided (minimum 2 weeks). **Please be aware that most Full Cost course fees are non-refundable.**

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Office Use Only	Entered on EBS by	Date