

**Payment form**

**Payment of fees by**

**Cheque or Bankers Draft**

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| **Please complete this form and return it with your cheque or bank draft to** **Campus Receivables Team, Finance Office (Tay House),****University of Glasgow, Glasgow G12 8QQ** |

**Student Information (must be completed)**

|  |  |
| --- | --- |
| **Family name:** | **First name:** |
|  |  |
| **University student no.**(This is your GUID) | **Date of Birth (DD/MM/YYYY)** |
|  |  |  |  |  |  |  |  |
| **Daytime contact no** | **Contact e-mail** |
|  |  |
| **Programme of Study** |
|  |

**Payment by Cheque or Bankers Draft**

I attach a cheque/draft bankers draft for £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

to pay (please tick relevant box)

Tuition Fees [ ]

Accommodation Fees [ ]

Other (please specify what the payment is for) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please make your cheque or  bankdraft payable to "University of Glasgow".

**Cheques must be in Sterling and drawn on a UK  or overseas bank account.**

Please write the student's full name and University of Glasgow student number (this is your GUID) on the back of the cheque/bank draft. In addition on the back of any cheques or bankers drafts, please write clearly what it is you are paying i.e. tuition or accommodation fees. If you do not tell us what it is you are paying, we will allocate your payment at our discretion, clearing the oldest balances first.

Please complete this form and post it with your cheque or bankdraft to:

Campus Receivables Team

Finance Office (Tay House)
University of Glasgow
Glasgow G12 8QQ

Post dated cheques are not accepted. A fee of £20 will be charged  for handling cheques returned unpaid. This fee will be automatically added to the balance of any fees owed.

The University accepts no liability for payments which are lost in transit or in the post.