

ACADEMIC LEARNERS - GRIFFITH COLLEGE DIRECT DEBIT PAYMENT PLAN
SEPTEMBER 2026 INTAKE

Learner Name:

Learner Number:

SEPA DIRECT DEBIT MANDATE

UNIQUE MANDATE REFERENCE: (UMR):

Creditor Identification No: (CID): IE71ZZZ307020



By signing this mandate form, you authorise (A) Griffith College (Bellerophon Ltd.) to send instructions to your bank to debit your account and (B) your bank to debit your account in accordance with the instruction from Griffith College (Bellerophon Ltd).

As part of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with your bank. A refund must be claimed within 8 weeks starting from the date on which your account was debited. Your rights are explained in a statement that you can obtain from your bank.

Please complete all the fields below marked *

*Your Name:

Your Address:

Address Line 1: _____
Address Line 2: _____

*City / Postcode:

*Country:

*International Bank Account Number (IBAN):

*Bank Identifier Code (Swift/BIC):

*Creditors Name: Bellerophon Ltd. t/a Griffith College
*College Address Line 1: South Circular Road
*College Address Line 2: Dublin 8
*Country: Ireland

*Type of Payment (please tick): Recurrent **or** One-Off Payment

*Date of Signing: / /

*Signature:

Please return this mandate to: studentfees@griffith.ie

WHAT IS A DIRECT DEBIT INSTALMENT PLAN AND HOW DOES IT WORK?

Simply, a Direct Debit is an instruction from you to your bank giving permission to Griffith College to collect your fees directly from your bank account. Once you have signed and returned the above mandate, Griffith College can then collect the fees from your bank account as per the schedule below. With the exception of Instalment 1 for which you make payment manually, all other instalments will be collected from your bank account.

- 1) Please complete and sign Page 1 and Page 2 of this form and return all pages to:

The Student Fees Office
Griffith College Dublin
South Circular Road, Dublin 8

The signed mandate authorises Griffith College to send instructions to your bank to debit your account and also authorises your bank to debit your account in accordance with the instruction received from Griffith College.

- 2) Once you have returned the form to the Student Fees Office, your learner fees account will be updated (within 5-10 working days) with the payment plan. You can view your account and payment plan by logging onto your My Themis portal.
- 3) A Direct Debit fee of €99.00 is applicable to all Direct Debit schemes.
- 4) For your information, the Direct Debit scheme schedule is as follows:

Minimum Non Refundable Deposit (MNRD) due on or before Registration -

- For Category Irish/European Full Time learners, the MNRD payable at point of registration is €2,000.00.
- For Category Non EU Full Time learners, the MNRD payable at point of registration is €6,000.00.
- For Part Time/Blended students, the MNRD payable at point of registration is €1,500.00.

Please note that the Minimum Non Refundable Deposit *must be made manually* and will not be collected by Direct Debit.

The balance of fees is payable in 8 equal instalments as per the following schedule:
(if you pay more than the required minimum non refundable deposit at point of registration, your overall balance will be divided over 8 equal instalments).

Instalment 1 due by direct debit on 1st November 2026

Instalment 2 due by direct debit on 1st December 2026

Instalment 3 due by direct debit on 1st January 2027

Instalment 4 due by direct debit on 1st February 2027

Instalment 5 due by direct debit on 1st March 2027

Instalment 6 due by direct debit on 1st April 2027

Instalment 7 due by direct debit on 1st May 2027

Instalment 8 due by direct debit on 1st June 2027

Griffith College Terms & Conditions of Paying by Direct Debit:

- Learners on the Griffith College Direct Debit scheme **should not make** manual payments of the instalment amounts to the College (unless advised to do so by the Fees Office) as the amounts due will be collected by Direct Debit.
- Where fees fall overdue, access to Moodle and access to Examinations will be denied.
- Direct Debit payments returned unpaid to the College are liable for a charge of €10.00 for each Unpaid Direct Debit payment.
- Where a payment is returned unpaid on two or more occasions, the scheme will be cancelled by the College whereby the full balance of fees will fall due at that point.
- It is College policy not to refund fees under any circumstances.
- Should a learner commence a programme and subsequently withdraw/defer from the programme at any stage of the academic year, they are liable for the full fees for the programme regardless of circumstances.
- All Direct Debit schemes are subject to final approval by the Student Fees Office.

To be Signed by Learner:

I confirm that I have read and understand the terms and conditions of paying by Direct Debit and I agree to adhere to the schedule of payments as per the fees applicable to me, in line with my academic registration (please tick box):

Learner Number:

Signed:

Date: