



REQUEST FOR INSTALMENT PLAN

Please complete this form and return it to accommodation.finance@ucl.ac.uk or to your hall reception. Residents who fail to pay their fees by the payment due date(s) will be subject to a late payment fee of £25.00 plus possible further charges.

STUDENT DETAILS	
Full Name:	
UCL Student Number:	
Hall Name:	Room No:

Please ensure that the sum of the instalment amounts equals the total to pay. Dates should be in the format dd/mm/yyyy. The first instalment should be by the original due date. The final instalment must be no later than two weeks before the last day of term. You may be asked for evidence of funding.

	New Payment Date	Amount
Instalment 1		
Instalment 2		
Instalment 3		

Reason for request:	
Signature:	Date:

FOR OFFICE USE ONLY	APPROVED*/ DECLINED* (<i>*Delete as appropriate</i>)
Name:	Date: Recorded on SITS <input type="checkbox"/>

Data Protection Act 1998: UCL Accommodation will use the information on this form for administrative purposes only. The information will be destroyed in accordance with the UCL Data Protection Policy.