

Student Bank Details Notification

In order for bursary and student expense payments to be made by bank transfer from the University of Cumbria, students must complete this Student Bank Details Notification form, and submit it via e-mail from their **University e-mail account**. All forms must be submitted to studentbank@cumbria.ac.uk.

Request Date:	
Name:	
Address Line 1:	
Line 2:	
Line 3:	
Town/City:	
County:	
Post code:	
Telephone:	
Student No.	

Everyone to complete this section		
Bank Sort Code	Bank Account Number	Account Holder's Name
11-22-33	00112233	John Smith

Only complete this section for overseas (non-UK) bank accounts	
BIC/Swift Code 8 or 11 characters	International Bank Account Number (IBAN) Enter this in blocks of 4 characters separated by a single space.
BARCGB99	GB99 BARC 1234 1234 1234 12

Please ensure your bank details are correct. The University is not responsible for failing to pay you, or for paying into the wrong bank account, if you provide incorrect banking details or subsequently close your bank account.

For security reasons, requests for changes to bank accounts will not be accepted from an alternative personal e-mail address or from other students on your behalf.

Changes to your bank details will only be undertaken through this process, and it is your responsibility to notify us of any in-year bank account changes. No requests for payment will be made unless this form has been completed in full and received by us.

New Students: your university e-mail address will be automatically assigned to you for activation near the start of your studies. Please submit this form once you have this.

Once your bank details have been updated, you will receive an e-mail confirmation to both your university e-mail account, and also any personal e-mail address we are aware of.

In the event of any problems with this form or its completion, please contact the University Payments Team on 01228 616078 or email accountspaybleteam@cumbria.ac.uk.