



DONATION AND GIFT AID FORM

Please update your details and return this form to:

Freepost RTCY-KRCR-YJRC, Development and Alumni Relations Office,
Bath Spa University, Newton Park, Newton St. Loe, Bath BA2 9BN
T: +44 (0) 1225 876300 E: daro@bathspa.ac.uk

YOUR DETAILS

Title	First Name	Surname
Address		
		Postcode
Telephone	Mobile	
Email	Date of birth (for verification purposes)	

YOUR DATA

PRIVACY STATEMENT

The Bath Spa University Development and Alumni Relations Office is committed to making sure that our communications with you are secure, considered and welcome. We take the privacy and data security of our alumni, donors, and other individuals and organisations with links to the University seriously. We promise to respect any personal data you share with us, will keep it safe, and not do anything you would not reasonably expect.

All personal data is held and processed in accordance with the Data Protection Act 2018 and the General Data Protection Regulations. The Privacy Policy is in addition to the University's Data Protection Policy. The purpose of the Privacy Policy is to give you a clear explanation about how the Development and Alumni Relations Office collects, manages, and uses personal information held on our database about individuals and organisations. Bath Spa University does not sell or exchange personal details with external organisations for sales or marketing purposes, we do share data with trusted third parties for alumni related activities. You can access both policies by visiting www.bathspa.ac.uk/about-us/governance/policies.

If you do not wish for your details to be used in any of the ways described in the full Privacy Policy then please email or write to us at the above address.

YOUR SUPPORT

There are many ways you can help the University. Please tick below if you:

- would like more information about leaving or have left a gift in your Will to the University
- wish to set up a regular donation (please complete Direct Debit Instruction overleaf)
- are interested in giving careers support to current students
- can offer a free venue for an event
- would like to make a donation to the University (please complete following details)
- £10 £50 £100 other £ _____
- £1000 Ambassadors Circle Gift
- I wish to give anonymously
- I enclose a cheque/postal order/CAF voucher payable to Bath Spa University
- Please debit my VISA/MasterCard/CAF Charity Card

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See over for Gift Aid

16-digit card number _____ / _____ / _____ / _____ Expiry date _____ / _____ Security code _____

Thank you for supporting students at Bath Spa University

INCREASE THE VALUE OF YOUR DONATIONS WITH GIFT AID

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If you are a UK taxpayer, you can declare that all donations made on or after the date of this declaration should be treated as Gift Aid donations. Doing so maximises your gift because we can reclaim 25p for every £1 you donate at no further cost to you. You must have paid an amount of Income Tax and/or Capital Gains Tax at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASC's) that you donate to will reclaim on your gifts for that tax year (currently 25p for every £1 you donate). N.B. Other taxes that you may pay, such as VAT or Council Tax do not qualify for Gift Aid relief. Please consider a Gift Aid donation wherever possible.

If your declaration covers donations which you may make in the future, please notify the Development and Alumni Relations Office if you change your name or address whilst the declaration remains in force. You may cancel the declaration by notifying the Development and Alumni Relations Office. The declaration will then not apply to donations you make on or after the date of cancellation, or such later date as you may specify. If you are unsure whether your donation qualifies for Gift Aid, we will be pleased to advise you. Please contact the Development and Alumni Relations Office.

Bath Spa University is an exempt charity under the terms of Charities Act 2011 and therefore does not have a charity registration number.

GIFT AID DECLARATION

I am a UK taxpayer. Please treat all donations I make or have made to Bath Spa University for the last four years as Gift Aid donations until further notice.

Signature	Date
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REGULAR GIVING: ON-GOING SUPPORT FOR YEAR-ROUND OPPORTUNITY

Your regular gift enables the University to respond quickly to emerging opportunities and to plan ahead for the future. You can choose to contribute to The Harbutt Fund which benefits students at the University, to an individual School, or to another aspect of University life - for example, student experience, student clubs and societies. With a direct debit you can make payments when it suits you best: monthly, quarterly or annually.

I/We would like to pay by Direct Debit through donations of:

£	Month	£	Quarter	£	Each year
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DIRECT DEBIT INSTRUCTION

Instruction to your bank or building society to pay by Direct Debit
Name and full address of your bank or building society

The Manager

Bank/Building Society

Address

Postcode

Name(s) of account holder(s)

Address

Postcode

Signature(s)

Date



Service User Number

8 4 0 8 6 7

Lloyds Bank, 47 Milsom Street, Bath, BA1 1DN
Reference

K 3 5 6 5 0

Instruction to your bank or building society

Please pay Bath Spa University Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Bath Spa University and, if so, details will be passed electronically to my bank/building society.

Bank/building society account number

Branch sort code

Banks and building societies may not accept Direct Debit instructions from some types of accounts.

THIS GUARANTEE SHOULD BE DETACHED AND RETAINED BY THE PAYER

This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits



- If there are any changes to the amount, date or frequency of your Direct Debit, Bath Spa University will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If you request Bath Spa University to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by Bath Spa University or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
- If you receive a refund you are not entitled to, you must pay it back when Bath Spa University asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.