



GBP Richmond Student Invoice

Statement Number: 13791

31/10/2012

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Miss Sarah Bridget Lisewski
Attn: Miss S Lisewski
40D Gledstanes Road
London W14 9HU
United Kingdom

Id: 000-04-6946

Year/Term (Term/All Sessions + Cumulative) Balance Statement - 2013/Spring

Previous Balance:		GBP £0.00
Charges:		
29/10/2012	2013/Spring/LONDC TUITION FEE EU - SPRING - GBP	4,500.00
Total Charges:		GBP £4,500.00
Current Balance:		GBP £4,500.00
Payment Due:		GBP £4,500.00

Payment is due on or before the 1st December 2012.

Bank Details for Bank Transfer are:

**Bank Name: HSBC, Bank address: 67 George Street, Richmond, Surrey, TW9 1HG, Account number: 01666088,
Sort Code: 40-38-18, Swift Code: MIDLGB22, IBAN No: GB78MIDL40381801666088.**

Please detach and remit with payment.

Id:	Statement:	Due Date:	Current Balance:	Less Anticipated Credits:	Payment Due:	Amount Enclosed:
000-04-6946	13791	01/12/2012	GBP £4,500.00	GBP £(0.00)	GBP £4,500.00	

GBP Richmond Student Invoice
For: Miss Sarah Bridget Lisewski

000046946 0004500007 LISEWSB

Miss Sarah Bridget Lisewski
Attn: Miss S Lisewski
40D Gledstanes Road
London W14 9HU
United Kingdom

Richmond University
Queen's Road
Richmond-upon-Thames TW10 6JP
United Kingdom

PAYMENT OF FEES

For questions regarding fees or payment of fees, please email the Finance Office at finance@richmond.ac.uk or telephone +44 (0)20 8332 8223.

All fees are payable in advance.

A penalty will be charged if fees are not received by the University or its bankers by the due date. Transcripts will not be released until fees are paid in full. If any unpaid fees are referred to a debt collection agency then a further late payment penalty will be added to the total debt.

Payment may be made as follows:

BY POST

Please send your check directly to:

**Finance Office
Richmond University
Queen's Road
Richmond
Surrey TW10 6JP
UK**

Post dated checks will not be accepted unless prior arrangement is made with the Student Account Manager.

Checks will not be accepted after the first day of classes.

BY BANK TRANSFER

Transfers may be made in pounds sterling to:

**Richmond University Account No. 01666088
HSBC Bank
67 George Street
Richmond
Surrey TW9 1HG
(Sort Code: 40-38-18)**

IBAN No. GB78MIDL40381801666088

Swift No. MIDLGB22

Please note that the fee payer is liable for any bank charges that arise.

A copy of the bank transfer is required by fax once completed. Fax No. +44 (0)20 8940 7717.

Please ensure the student's name or student ID number is on the bank transfer.

BY CREDIT CARD

Payments may also be made by credit card. Only Visa and Mastercard are accepted.

Please contact the Finance Office to make a credit card payment. Note that a handling fee may be charged.

For full details of Financial Terms and Conditions, please see the University Catalog.