

## DONATION FORM

### I WOULD LIKE TO SUPPORT

- |  |  |
|--|--|
| <input type="checkbox"/> <b>The Brookes Alumni Fund</b>                  | <input type="checkbox"/> Student Support       |
| <input type="checkbox"/> Development and Emergency Practice Scholarships | <input type="checkbox"/> Student Opportunities |

### YOUR INFORMATION

Name and address:

Postcode:

Telephone:

Email:

### SINGLE GIFT

I wish to make a gift of £\_\_\_\_\_.

- I enclose a cheque payable to 'Oxford Brookes University'

I would like to make my gift by credit/debit card:

- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Maestro    | <input type="checkbox"/> Visa/Delta |
| <input type="checkbox"/> Mastercard | <input type="checkbox"/> Amex       |

Card number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Start date / /  Expiry date / /

Authorisation code    Issue number

Signed \_\_\_\_\_

### GIFT AID – how your gift can do even more

If you Gift Aid your donations, Oxford Brookes will receive an additional 25p for every £1 you donate. Please help us to increase the value of your donation at no extra cost to you by signing the Donor Declaration below.

*giftaid it*

I am a UK Tax payer and wish Oxford Brookes University to treat this donation and any that I make hereafter as Gift Aid donations. I understand that if I pay less Income Tax and/or Capital Gains Tax in the current tax year than the amount of Gift Aid claimed on all my donations it is my responsibility to pay any difference.

Signed \_\_\_\_\_ Date \_\_\_\_\_

- I would prefer **not** to have my gift publicly acknowledged.

#### Data Protection

Oxford Brookes University needs the personal data you provide on this form for the purposes of processing your donation. All this information is held securely by the University and will be treated confidentially in accordance with the Data Protection Act 1998. We will not disclose this information to other parties unless permitted or required by law. We may contact you about fundraising programmes and, in the case of alumni, about alumni activities. If you have made a Gift Aid Declaration we are required to share your details with HMRC to reclaim Gift Aid on your gift. For the full data protection statement and policy, please visit [www.brookes.ac.uk/regulations](http://www.brookes.ac.uk/regulations). You can opt out of communications with Brookes at any time by contacting: The Development & Alumni Relations Office, FREEPOST, Oxford Brookes University, Headington Hill Hall, Headington Campus, Oxford OX3 0BR or email [giving@brookes.ac.uk](mailto:giving@brookes.ac.uk) or call +44 (0) 1865 484863.

Please return this form to:

External Relations Office, FREEPOST, Oxford Brookes University, Headington Campus, Oxford OX3 0BR.  
 Telephone: +44(0) 1865 484863 Email: [giving@brookes.ac.uk](mailto:giving@brookes.ac.uk)

## REGULAR GIFT

I wish to make a regular gift of £\_\_\_\_\_ per month / quarter / year (delete as appropriate)

via Direct Debit starting on \_\_\_\_ / \_\_\_\_ until further notice or for \_\_\_\_ year(s).

The start date should be at least one month from the date this form is completed.

**Thank you for your support**

**OXFORD  
BROOKES  
UNIVERSITY**

### INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT



Please fill in the form and send it to: Oxford Brookes University,  
Development and Alumni Relations Office, Headington, Oxford,  
OX3 0BP

SERVICE USER NUMBER

6	9	1	2	1	3
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CAF, Kings Hill, West Malling, Kent, ME19 4TA

#### Name and full postal address of your a Bank/Building Society

To the Manager, Bank/Building Society

Address

Postcode

Name(s) of account holder(s)

#### Instruction to your Bank or Building Society

Please pay Charities Aid Foundation 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 CAF and, if so, details will be passed electronically to my Bank/Building Society.

Bank/Building Society account number

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Branch Sort Code

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Signature(s)

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This guarantee should be detached and retained by the Payer.



#### The Direct Debit Guarantee

- 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, Charities Aid Foundation will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Charities Aid Foundation 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 Charities Aid Foundation 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 Charities Aid Foundation asks you to
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Written confirmation may be required. Please also send a copy of your letter to us.

## A LEGACY TO OXFORD BROOKES

Please send me information about making a gift in my Will

I have already included a gift to the University in my Will