

# Open Learning

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## Procedures for giving for the support of David and Angie Ball or towards Open Learning at Trinity.

### 1. Payment by Cheque:

- a. Any cheque should be written to "Trinity College (Bristol) Ltd" and state that it is for "Open Learning".
- b. Cheques should be sent with a covering note to:

Jean Williams  
Secretary to the Executive Director  
Trinity College, Stoke Hill, Stoke Bishop, Bristol BS9 1JP

Tel: 0117 968 2803 Direct: 0117 968 0233

email: [jean.williams@trinity-bris.ac.uk](mailto:jean.williams@trinity-bris.ac.uk)

- c. Supporters should indicate whether they require a receipt.

### 2. Standing Orders:

- a. Standing Orders should be completed on the Trinity College Standing Order Form.
- b. The reference on the completed Standing Order form should state "Open Learning".
- c. Standing Order forms should be submitted to Jean Williams at the above address.

### 3. Internet Banking:

- a. Trinity College Bank Details are as follows:

Lloyds TSB,  
15 High Street,  
Westbury-on-Trym  
BS9 3DA

**Sort Code:** 30 99 38

**Account Number:** 00 894 598

**Account Name:** Trinity College (Bristol) Ltd

- b. The Reference should state "Open Learning"
- c. An e-mail should be sent to Jean Williams to that effect.

### 4. Gift Aid:

- a. Trinity College can claim back Gift Aid from Tax payers according to the Government procedures.
- b. A Gift Aid form should be completed and sent to Jean Williams at the above address.