

# The **co-operative** bank

## good with money

## Student account, overdraft and debit card

### Terms and conditions

Please read and keep your current account terms and conditions (conditions) in a safe place. The conditions, together with information in the 'Welcome guide', the account charges leaflet and any other conditions which may be implied by law, form the contract between you, the account holder, and us, The Co-operative Bank p.l.c. Together, they set out the features of the current account, they tell you how your current account works and what you and our responsibilities are once you open a current account with us. We, us or our means The Co-operative Bank p.l.c., P.O. Box 101, 1 Balloon Street, Manchester M60 4EP and any person to whom our rights and/or responsibilities may be transferred. You should not use your account for business purposes. Where there is reference in these conditions to working day that means any day, other than Saturday, Sunday or a bank holiday in England and Wales. We can refuse to accept an application to open an account from you or a deposit. Reference in these conditions to Group means us, the Co-operative Group Limited, Co-operative Insurance Society Limited and any companies or organisations we or they wholly or partly own or are owned by at any time and any other independent Co-operative Societies.

#### Using and sharing your information

Your information includes any information about you or anyone associated with you, which we, or Group, hold now, or in the future, as a result of the application process or your other dealings with us or the Group, searches or checks at credit reference or fraud prevention agencies, products and services you hold with us and within the Group and any payments for goods or services arising out of your account (including the supplier and type of goods or services) and this may include sensitive information as defined in the Data Protection Act 1998. Your information may be held by us in any form and on any Group database and used by us and the Group for the purposes set out below. We and the Group may use, analyse and access your information to maintain and develop our relationships with you. Information shared with the credit reference and fraud prevention agencies may be accessed by other organisations and used by us and them to prevent fraud and money laundering.

This may include the following purposes:

- checking details on applications for credit and credit-related facilities
- managing credit and credit-related facilities
- to make credit decisions about you and anyone to whom you are linked financially or other members of your household
- to consider and implement business, product and technology developments
- to undertake statistical analysis, financial risk assessment, money laundering checks (which may include telephoning you), compliance and regulatory reporting, fraud prevention and recovering debt
- checking details on insurance proposals and claims such as motor, household, credit and life and other insurance proposals and insurance claims for you and anyone else linked to your insurance proposal or claim
- to help us identify products and services which may be of interest to you (unless you have asked us not to)
- meeting any obligations we may have under the card scheme your card is issued under
- checking details of job applicants and employees.

We may link your information between your account(s) and other products and services you have with us or the Group and with information about others with whom you have a financial link.

We and the Group may identify and tell you by letter, telephone, fax, including automated dialling, email or any other means of communication about products and services which may be of interest to you and which are offered by us, the Group or other carefully selected organisations or companies (if you do not wish to receive such information, please write to us at Customer Services, The Co-operative Bank p.l.c., P.O. Box 200, Skelmersdale WN8 6NY for more details, but please note this may mean you will not receive information about business, product or service developments which may be of benefit to you). You do agree that we can forward any newsletter, statement message, new terms and conditions or information about any changes to the way your account(s) operate or provide information on card carriers.

We will disclose information outside the Group only:

- where you have provided your agreement
- to our agents or subcontractors for operational reasons
- to our affinity partner(s) if you have an affinity product(s)
- to any persons, including, but not limited to, insurers, who provide a service or benefits to you or for us in connection with your account(s)
- to licensed credit reference agencies as set out below
- to fraud prevention and other agencies to help prevent crime or where we suspect fraud
- if compelled to do so by law
- for the purpose of compliance and regulatory reporting (for example to the Banking Code Standards Board or Financial Services Authority) and to confirm your identity for money laundering purposes, which may include checking the electoral register
- to any person to whom we will or intend to transfer our rights or responsibilities
- if your card or PIN are lost or stolen, or to meet any obligation we may have under any card scheme your card is issued under
- to a payee's bank when you make an electronic payment overseas.

We may disclose your information to licensed credit reference and/or fraud prevention agencies to help make financial or insurance proposals and claims decisions (this will be during the application process and on an ongoing basis, to decide whether to continue to make products or services available to you or to adjust any level of credit) for you and anyone with whom you are linked financially or other members of your household – our enquiries or searches may be recorded – and credit reference agencies may supply us with financial information.

We may also disclose information to licensed credit reference agencies about how you conduct your account(s) and this information may be shared with other financial institutions to help make financial decisions about you and anyone with whom you are linked financially or other members of your household. If you borrow and do not repay in full and on time, we may tell credit reference agencies who will record the outstanding debt. A link between joint applicants and/or any individual identified as your financial partner will be created at credit reference agencies, which will link your financial records. You and anyone else with whom you have a financial link understand that each other's information will be taken into account in all future applications by either or both of you. This linking will continue until one of you successfully files a disassociation at the credit reference agencies.

You agree that your information may be transmitted to, from and/or through any country as a result of your use of your account(s) and any services which form part of your account(s) irrespective of the levels of data protection provided in any particular country and at your own risk.

If we transfer your information to an agent or subcontractor who provides a service to us in another country outside the European Economic Area we will ensure they agree to treat your information with the same level of protection as us.

If you write to us and pay a fee you have a right of access to your information held by us. Write to us at Customer Care, The Co-operative Bank p.l.c., P.O. Box 101, 1 Balloon Street, Manchester M60 4EP. You have a right of access to your information held by credit reference and fraud prevention agencies on payment of a fee. If you ask we will tell you the name and address of the credit reference and fraud prevention agencies we may use. We and other organisations may access and use from other countries the information recorded by fraud prevention agencies. Law enforcement agencies may access and use this information. We may record and/or monitor telephone calls to enhance security, sort out complaints, improve our customer service and for staff training.

#### 1. Your account

- 1.1 To open an account you must be a UK resident over 16 and to have an account you must receive a regular payment (e.g. wage, salary, pension) which you must pay into your account.
- 1.2 You can authorise another person to operate your account. We will require you to sign a third-party mandate and, in the case of a joint account, all joint account holders must sign. You can also appoint an attorney under a power of attorney. If you authorise another person to operate your account they must do so in accordance with the conditions and you will be responsible for their actions or omissions as if they were your own.
- 1.3 You can only use your account as a personal account. You must not use it as a club, charity, sole trader, company, partnership or other kind of business account.

#### 2. Payments into your account

- 2.1 We accept cash, cheques and other items that are payable to you for payment into your account. If you pay items into your account on a working day we will usually deal with them that day provided they are received by us before 4.30pm (3.30pm in Northern Ireland) otherwise they will be dealt with the next working day. This will affect when you can withdraw the money, please see condition 4 for details.
- 2.2 If you pay a cheque into your account and it is returned unpaid, the amount may be deducted from your account. We will tell you when this has happened. We may ask for payment again from the bank of the person who issued the cheque or return it to you. If you withdraw some or all of the amount of a cheque which is later returned unpaid and this withdrawal or the unpaid cheque causes your account to go overdrawn or over an agreed overdraft limit this will be considered an informal request to access our overdraft services in accordance with condition 6.
- 2.3 If a payment is fraudulently or mistakenly paid into your account, the amount of the payment may subsequently be removed from your account. This may be the case even if you have used all or part of the money. If deduction of the payment from your account would either make your account go overdrawn or over an agreed overdraft limit this will be considered an informal request to access our overdraft services in accordance with condition 6.

#### 3. Payments out of your account

- 3.1 We will make a payment out of your account if:
  - you authorise us in accordance with these conditions
  - there is available money in your account, either cleared funds or an agreed overdraft.We may consider any due payments made, agreed or authorised from your account regardless of whether or not they have yet been deducted.
- 3.2 We may decline to make a payment out of your account if:
  - we suspect the payment to be fraudulent as part of our monitoring for fraud prevention purposes
  - you do not have available money in your account at 9pm the working day before to cover payments.
- 3.3 If you ask us to make a payment out of your account either by cheque, card or other payment instruction when you do not have available money in your account or which would cause your account to go overdrawn without agreement or over an agreed overdraft limit we will consider this an informal request to access our overdraft services in accordance with condition 6.
- 3.4 There may be a delay in us carrying out your payment instructions while monitoring and/or fraud prevention checks take place.
- 3.5 You can ask us to stop or cancel a payment provided:
  - the amount has not already been deducted from your account
  - we have not told the payee or their bank that it will be paid
  - if a cheque, it has not been guaranteed by your cheque guarantee card
  - if it is a standing order or direct debit, your request is made by 8pm on the working day payment is due to be debited
  - it is not a cash or card payment. If you want to cancel a direct debit or other regular payment tell us, but you must also tell the person or organisation that collects the payment that you have cancelled it.
- 3.6 When you write a cheque it is important to take all reasonable precautions to prevent anyone else altering it. For example, clearly write the name of the payee and add the name or account number of the person the money is being paid to e.g. HMRC (account AN Other). Always draw a line through unused space on the cheque, to prevent extra numbers or names being added. Do not write a future (or post) date on a cheque as it may not prevent the payee from paying it into their bank before that date and payment being made.
- 3.7 If your cheque book or any cheques are lost or stolen or have been used by someone else, please tell us immediately by telephoning 0845 600 6000.
- 3.8 You can tell us to stop a cheque by telephoning 08457 212 212. The charge for stopping a cheque is set out in our account charges leaflet.
- 3.9 If we receive one of your cheques for payment and it is more than six months old we may, but we do not have to, pay it.

#### 4. Clearing payments

- 4.1 Generally, the 'central clearing cycle' for England and Wales (normally 3 working days) is the time taken for payments made from or into your account to be deducted or added.
- 4.2 If you issue a cheque the money will normally be deducted from your account 3 working days after the payee pays it into their bank account, unless it is paid into a building society, a bank outside the United Kingdom or a post office, where it may take longer. If you cash a cheque at your branch the amount will normally be deducted from your account the same day provided it is a working day. If you issue a cheque which is 'specially presented' the amount will be deducted from your account the working day it is received by us.
- 4.3 When you pay a cheque into your account you will normally have to wait 4 working days after the working day it has been paid in before you can withdraw the money. If you pay a cheque into your account via a post office the payment into your account will be delayed by up to 2 working days and, therefore, you will normally have to wait 6 working days after the working day it has been paid in before you can withdraw the money.
- 4.4 A cheque paid into your account may be returned unpaid. This will usually happen 4 working days after it has been received by us, but it could be later. In these circumstances condition 2.2 will apply.
- 4.5 When you pay cash into your account at any of our branch counters or with your card at a post office the money will be available that working day provided payment is in before 4.30pm. Cash paid in after 4.30pm will be credited to your account the next working day.
- 4.6 If you have instructed us to make an automated payment, such as a standing order or direct debit, the payment will normally be deducted immediately but can be reversed, for example, if we suspect error or fraud. It may take up to 3 working days before the payment reaches the payee.
- 4.7 Funds transfers between accounts held with us instructed either by telephone or internet banking will be available to draw on the same working day provided the instruction is before 9pm. Transfers can be reversed, if we suspect the transfer to be fraudulent, as part of our monitoring for fraud prevention.

#### 5. Joint accounts

- 5.1 You may open an account jointly with one other person. You may add additional joint account holders once an account is open, but no more than 4 people may have a joint account. We will not operate a joint account where authorisation of all joint account holders is required for any payment or withdrawal. We may accept and act on instructions provided by one of you by telephone, internet, in writing or otherwise, even if the other disagrees.
- 5.2 We may issue a card to all or any of you.
- 5.3 We may deduct from the account all amounts which any of you authorises us to pay. This applies whether the account is in credit or overdrawn or exceeds any overdraft limit as a result.
- 5.4 If any joint account holder tells us of a dispute between any of you we may treat this as cancellation of authority to operate the account and any further payments or withdrawals will need the authority of all joint account holders and use of additional services, such as telephone or internet banking, may be suspended. We may also ask for return of cards and unused cheques.

5.5 In the event of the death of any of you, the survivor(s) will have authority to instruct us to pay to them any credit balance on the account.

#### 6. Overdraft services

6.1 If you wish to use your account to borrow from us you can do so by use of our overdraft services. You must be aged 18 or over.

6.2 You can request use of our overdraft services either formally (in accordance with condition 6.3) or informally (in accordance with condition 6.4). We would always encourage you to request our overdraft services formally rather than informally.

6.3 You can request our overdraft services before your account goes overdrawn and if we agree to your request we will tell you your overdraft limit, confirm the terms of your overdraft in writing and we can charge you.

6.4 If you have not requested our overdraft services in accordance with condition 6.3 you may still request our overdraft services by undertaking a payment or withdrawal from your account, even though no overdraft limit has been agreed or where the payment or withdrawal would cause you to exceed any agreed overdraft limit. It will be within our discretion to agree your request for overdraft services in these circumstances and we can charge you. An overdraft not agreed in advance is more expensive than one that is.

6.5 Whether or not we agree any request from you under condition 6.4, you agree to immediately pay into your account enough money to bring your account into credit or within any agreed overdraft limit.

6.6 We may at any time reduce any agreed overdraft limit, subject to these conditions. You agree to repay all amounts owed to us by your use of our overdraft services at the end of any agreed term or immediately on our written demand. Any written demand will be sent by first class post to the address you last notified to us and will be treated as having been received by you 24 hours after posting. We will normally give you warning that your overdraft must be repaid or its limit reduced, but we may ask for repayment or reduction immediately. If possible, we will give you prior notice but we may ask for repayment without notice. Until repayment, you will continue to pay interest and charges both before and after any court order in our favour for repayment.

6.7 Interest on an overdraft is calculated on the cleared balance each day and debited on the 21st of each month or the nearest working day after.

6.8 If any accounts you hold with us are in credit, we may use them to reduce or repay any amounts you owe on other accounts you hold with us in the same name (including any credit card, loan or other accounts, including joint accounts). This is called set off and we will advise you as soon as possible afterwards when we have done this.

6.9 Charges applicable to our overdraft services are variable in accordance with conditions 7 and 13 and are explained and set out in our account charges leaflet which forms part of these conditions.

6.10 You are personally responsible for any money you owe us, whether this is as a result of your own actions or someone authorised by you. If you have a joint account all of you together and individually are responsible for any money owed to us on a joint account. We can demand payment from all or any of you. If joint account holders also have a sole account with us and that has a credit balance, we can apply set off.

6.11 Once we have agreed to provide you with a formal or informal overdraft you have a right to cancel it within 14 days (10 working days). If you wish to do so, please write to us at The Co-operative Bank p.l.c., Delf House, Skelmersdale WN8 6GH or telephone us on 08457 212 212. If you decide to cancel you must immediately repay us the full amount you owe us including any interest or charges. If you do not cancel you are still free to end your overdraft at any time by repaying all amounts owed to us.

#### 7. Charges and interest

7.1 When you open an account, we will give you our account charges leaflet, which forms part of these conditions. This includes details of interest rates and the charges for our services. You can also find out about these charges on our website, by telephoning us on 08457 212 212 or asking staff in our branches.

7.2 We may vary our charges or introduce new ones; this may include, for example, a fee for having an account with us or for use of additional services such as internet banking. We will give you 30 days' prior notice if we vary any charges or introduce new ones. Please refer to condition 13 for details.

7.3 You will be charged a fee for any cash advance (including overseas, except Northern Ireland) from a Visa or Plus cash machine (i.e. a machine which does not display the LINK symbol) or a Visa authorised bank branch or when you purchase traveller's cheques or foreign currency with your card. Details are explained and set out in the account charges leaflet.

7.4 If you make a payment in a currency other than sterling it will be converted back into sterling using a wholesale market rate and we will apply an additional charge of 2.75%. The conversion rate may not be the same as when the payment was made as the rates may vary.

7.5 If your account is interest bearing, interest will be calculated from 2 working days after the working day a cheque, standing order or direct debit has been paid in and from the next working day after payment in for cash or funds transfers between accounts held with us.

#### 8. Statements

8.1 We will send you regular statements showing the balance of your account. If you have a joint account you have chosen as part of the account opening process to receive only one statement.

8.2 Please ensure you check your statement as soon as you receive it and inform us as soon as possible if there is an incorrect item on it. We will investigate and if an error has occurred, correct it.

#### 9. Card issue and pin

9.1 We will issue you with an Electron or debit card (or each of you in the case of a joint account) to use as part of your account, in accordance with these conditions.

9.2 We will issue you with a PIN (Personal Identification Number) which you can use with your card to:

- withdraw cash from a cash dispenser, and
- purchase goods or services from a retailer or other supplier who will usually ask you to input your PIN into a screened key pad, instead of using your signature.

9.3 You authorise us to deduct from your account the amount of any payment carried out by use of your card, with or without using the PIN, or card details, whether or not you have given or authorised such instructions.

9.4 You must not use your card after the end of the month it expires, or after we have asked you to return it to us or told you it is cancelled or that its use is suspended or your account is terminated.

9.5 You will be responsible for all losses from use of your card and/or PIN if you have acted without reasonable care, including not complying with condition 10 or you have acted fraudulently.

9.6 We may ask you to return your card to us or suspend its use at any time but we will normally give you prior notice, unless we have a reason for not doing so e.g. we consider your card or account has been or is likely to be misused. We may deduct from your account any card payment (and any charges) made by you, but not paid by us until after return or suspension of the card.

9.7 You may use your card to pay for goods and services through a number of different channels e.g. internet, telephone, television, mail order. You must not disclose your PIN to anyone.

9.8 We will register you with a service called Verified by Visa (to help reduce fraud). Then, if you pay for goods or services ordered on the internet using your card and the retailer or supplier participates in Verified by Visa you will need to use the service. If you do not use the service, we may not authorise further internet transactions with participating retailers and suppliers.

9.9 We will not be responsible if a retailer or other supplier refuses to accept your card or if you cannot use your card to make a payment.

9.10 You cannot stop a card payment. You may get a refund from the retailer. We will only credit the account with a refund if we receive instructions or a refund voucher from a retailer acceptable to us.

9.11 We may refuse to make or authorise a card payment arising from an informal request for our overdraft services in accordance with condition 6.

9.12 We may refuse to authorise a payment if we consider that your card or account has been or is likely to be misused, or for fraud prevention. For decision making and card misuse purposes we may refer an authorisation request back to the retailer or supplier for further information. This may require you to provide further identification. This may also be done on a random basis for fraud prevention purposes.

9.13 If you use your card to withdraw cash from some cash machines you may be charged. We will not be responsible if you cannot use your card in a cash machine operated by another financial organisation.

9.14 You may use your card (if it is not an Electron debit card) as a cheque guarantee card. We guarantee to pay a cheque guaranteed with the card provided:

- the cheque is drawn on the account
- the cheque is issued and dated before the expiry date on the card
- the cheque is signed by you in the presence of the payee
- the signature on the card and the cheque are the same
- the card number is written on the back of the cheque by the payee
- the card has not been altered or defaced
- the cheque is dated with the actual date of issue, and
- the amount is within the cheque guarantee limit stated on the card.

You cannot stop a cheque guaranteed with your card and you must only issue one guaranteed cheque in any single transaction. If you issue a guaranteed cheque and this would cause your account to overdraw or exceed any agreed overdraft limit we will consider this an informal request for our overdraft services in accordance with condition 6.

#### 10. Security

10.1 You must take all reasonable precautions to prevent misuse of your account, any cards, Card Reader (which allows you to access our internet and telephone banking service) and your customer security details (this can include PINs, account and card details, and other security details which can include security codes, passwords or secure personal information which allow you to access your account, including internet and telephone banking). Failure to take reasonable precautions may result in access to your account, or additional services such as telephone or internet banking, being blocked. Reasonable precautions can include, but are not limited to:

- signing a card as soon as you receive it
- keeping your card apart from your cheques and PIN
- keeping your card, cheques and Card Reader safe and not allowing anyone else to use your card, PIN, Card Reader or other security details
- not disclosing your cards or security details except when using your card or making payments or registering or resetting your security details to use internet or telephone banking
- destroying the PIN advice immediately
- never disclosing or writing down your PIN or security details in any way that can be understood by someone else, including a joint account holder
- not choosing a PIN or security details which may be easy to guess
- ensuring no-one hears or sees you when you are using your security details or PIN
- keeping receipts and statements safe and destroying them safely e.g. by shredding
- complying with all reasonable instructions we issue regarding keeping your card, cheques, PIN, Card Reader and security details safe
- not allowing family or friends to use your card, PIN or Card Reader
- exiting internet banking when leaving a computer terminal unattended.

10.2 If your cards, cheques, PIN, Card Reader or security details are lost or stolen or you think someone knows them or has used or tried to use them, please tell us immediately by telephoning us on 0845 600 6000.

10.3 We will ask you to co-operate with us by providing information or other assistance in connection with the loss or misuse of your card, cheques, PIN, Card Reader or security details. We may also give the police information about you or your account which we consider relevant to assist with any investigation of criminal activity. In some instances we may ask you to contact the police in connection with suspicious or criminal activity on your account.

10.4 If you find your card, cheques or Card Reader after having reported them lost or stolen or you think someone has used or tried to use them you must not use them. You must destroy them as appropriate, by cutting them into pieces and/or returning them to us at The Co-operative Bank p.l.c., Delf House, Skelmersdale WN8 6GH.

10.5 The maximum you will have to pay us if your card, cheques, PIN, Card Reader or security details are used without your permission is £50. If they are used with your permission or as a result of your acting fraudulently or without reasonable precautions (see condition 10.1), you may have to repay all losses.

#### 11. Telephone and internet banking

11.1 You can access telephone and internet banking in respect of your account or a joint account or (apart from internet banking) the account of someone which you have been authorised by the account holder to operate e.g. because they have signed a third-party mandate or you have been granted a power of attorney. To access internet and telephone banking we may issue you with a Card Reader. Use of telephone and internet banking is in accordance with these conditions and you must register a security code and secure personal information.

11.2 Telephone us on 08457 212 212. Lines are open 24 hours a day, 7 days a week, apart from Christmas Day. Our automated IVR service is available 24 hours a day. Calls may be recorded and/or monitored to enhance security, sort out complaints, improve customer service and for staff training purposes.

11.3 To access telephone and internet banking we will ask you for account details, two or four digits of your security code and part of your secure personal information. For some internet and telephone banking instructions you may be asked to use your card and a Card Reader. If you do not use your card and Card Reader we will not be able to carry out your instructions.

11.4 If we are satisfied our security procedures have been met we can act on your instructions, including making payments from your account, even if these instructions were not given by you or with your authority. You must ensure instructions you enter when using internet banking are accurate. When making a payment to another account, it is important you ensure the accuracy of both the sort code and account number of the account you are sending the payment to. If your instructions are not accurate we may not be able to recover the payment. When using internet banking, you must not send any account details to us by a message which is not encrypted.

11.5 You will be responsible for payments or other losses from your account which you have not authorised if you have not taken reasonable precautions as set out in condition 10.

11.6 We may refuse to carry out your instructions, for example, if a payment exceeds a particular value or we suspect a breach of security or misuse of your account or security details or you do not use your Card Reader when requested. We will tell you when we do this, this may include access to your account, including telephone and internet banking, being blocked.

11.7 Telephone and internet banking are additional services which we may vary, suspend or terminate. We will tell you when we do this.

11.8 Service level guarantees do not apply to ordering a cheque book via internet banking.

11.9 The speed of or lack of interruption in relation to internet banking are not guaranteed.

11.10 To use internet banking you need to have cookies enabled. We use permanent cookies to identify the link you used to find our website, check which browser you use so we can ensure our website and service works well for your computer and to monitor traffic on our website. In some circumstances, if you do not want to accept cookies from websites other than us you can set up a trusted site. This means you can switch cookies on for us but off for other websites. For assistance in how to do this, contact our technical helpdesk at [ibis@co-operativebank.co.uk](mailto:ibis@co-operativebank.co.uk) or on 0870 600 0328. We use temporary cookies for security purposes but these are removed when you close down your browser.

11.11 In addition to the reasonable precautions in condition 10.1, when using internet banking, we recommend:

- you purchase anti-virus software and take regular updates
- you purchase personal firewall software
- you do not access your account from a computer in a public place
- you log off using the exit link on screen
- you log back in and then log off correctly if you are disconnected from your internet service provider during an internet banking session
- you do not open emails from unknown sources
- you install any new security updates from your browser supplier.

11.12 Internet banking must be accessed only from within the UK (use outside the UK is subject to your complying with local laws of cryptography when you access internet banking).

11.13 The Card Reader we may provide to you to access internet and telephone banking remains our property. If you lose, damage or need another Card Reader you can ask us for another by contacting us at

The Co-operative Bank p.l.c., Delf House, Skelmersdale, WN8 6GH or on 08457 212 212. We may make a charge in these circumstances but will advise you of the amount at the time of your request.

#### 12. Closing your account

12.1 You can end this contract and close your account by phoning us on 08457 212 212 or writing to us at The Co-operative Bank p.l.c., Delf House, Skelmersdale WN8 6GH. We can end this contract and close your account at any time but we will give you at least 30 days' notice unless there are circumstances which justify us closing your account with less notice. We will not close your account until you have returned all cards and cheques (cut into pieces) to us at The Co-operative Bank p.l.c., Delf House, Skelmersdale WN8 6GH.

12.2 For 14 days (10 working days) after the date we have received your signed application or you have transacted on your account, you have a right to cancel and close your account. You can do this by writing to us at The Co-operative Bank p.l.c., Delf House, Skelmersdale WN8 6GH.

12.3 When you or we close your account we will pay to you any money credited to the account and you must repay us any money owed to us including payments we have made after closure and any interest and charges you have incurred.

12.4 In the event of death of a sole account holder we may require a grant of probate or representation before releasing any monies in your account to your personal representatives.

#### 13. Changes

13.1 We may make changes to the services, charges or conditions of this account and we may introduce new services, charges or conditions; this may include, for example, introducing a fee for having an account or a charge for use of additional services such as internet banking. Changes may be to make the charges or conditions:

- easier to understand or fairer to you
- clearer, correct mistakes, ambiguities, inaccuracies or omissions
- reflect reasonable changes to costs (either by increasing or decreasing an amount)
- take account of changes in market conditions or relevant banking practice
- take account of changes in the law, codes of practice, court or ombudsman decisions or new regulatory requirements or practice
- take account of any change in ownership of or transfer of our business by another bank or organisation to make sure customers are treated in a similar way
- improve services or facilities or benefit from improvements in technology
- take into account appropriate customer feedback.

In addition to the above we reserve the right to change interest rates or the amount of charges for other financial services (such as those in our account charges leaflet) without notice provided there is a valid reason for doing so. We will inform you of any change at the earliest opportunity.

13.2 If any change we make is to your disadvantage we will tell you about it by personal notice at least 30 days before we make the change. You can, at any time up to 60 days from the date we tell you of the change, switch your account or close it without paying any extra charges or interest. We may make other changes immediately and tell you about them within 30 days.

#### 14. General

14.1 We will not be liable if we are unable to perform our responsibilities set out in these conditions due (whether directly or indirectly) to:

- the failure of any machine, data processing system or transmission link
- any period of essential maintenance, critical change, repair, alteration or failure of computer systems
- any industrial dispute
- anything outside our reasonable control or that of our agents or sub-contractors.

14.2 We may use the contact details you have provided, including address and telephone numbers, to contact you. You must phone us on 08457 212 212 or write to us at The Co-operative Bank p.l.c., Delf House, Skelmersdale WN8 6GH immediately on any change of name, address or other contact details. If you do not do this, we may charge your account with the costs of locating you.

14.3 We may transfer our rights and/or responsibilities under this agreement to any person if that other person is authorised to accept deposits and writes to you and undertakes to carry out all our duties and obligations under this contract. If it does so, you agree that we will be released from all those duties and obligations.

You may not transfer any of your rights or responsibilities under this agreement to any person. If we transfer our responsibilities we will only do so to someone we reasonably believe is capable of performing them.

14.4 As required by law, please note any terms and conditions of your account will be in English, governed by the laws of England and Wales and we will communicate with you in English.

14.5 You may be liable for other taxes or costs that are not paid by or via us e.g. higher rate tax.

14.6 The Co-operative Bank is a member of the Financial Services Compensation Scheme established under the Financial Services and Markets Act 2000. In respect of deposits with a UK Office, payments under the Scheme are limited to 100% of the first £50,000 of the depositor's total deposits held with the Bank. Visit [fscs.org.uk](http://fscs.org.uk) for details.

14.7 There is no minimum duration for this account.

14.8 If you have a complaint, please telephone us on 08457 212 212 or write to Customer Services Manager, The Co-operative Bank p.l.c., Delf House, Skelmersdale WN8 6GH.

In addition to the above conditions, the conditions set out below apply if you are a Student account holder.

#### Student account

1. To open and have an account you must be a UK citizen or resident or, if you are a foreign national, you must have been a UK resident for a minimum of 3 years and be over 17 years and 6 months in age and in full-time education, an under or post graduate student, including mature students and existing students and you must make an initial deposit into your account over £300.

2. Please refer to the account charges leaflet for details of overdraft limits and charges relevant to student overdraft services.

3. You may not open a student account with another person and condition 5 (Joint Accounts) does not apply.

4. At the end of one year after your final year of study your account will convert automatically to a current account and these additional conditions 1-4 will no longer apply.

#### Loss or misuse of the card

If any card is lost or stolen or used by someone else before you tell us it has been lost or stolen or that someone else knows your PIN then you may have to pay up to £50 towards our losses. If they are used due to you acting fraudulently or without reasonable care or with your permission, you will probably be liable for ALL losses. You will not be liable for losses to us which take place after you have told us about the loss, theft etc. provided you write to us within 7 days to confirm.

**Please call 08457 212 212 if you would like to receive this information in an alternative format such as large print or Braille.**

**The Co-operative Bank is authorised and regulated by the Financial Services Authority (No. 121885), subscribes to the Banking Code, is a member of the Financial Ombudsman Service and is licensed by the Office of Fair Trading (No. 006110).**

**The Co-operative Bank p.l.c., P.O. Box 101, 1 Balloon Street, Manchester M60 4EP. Registered in England and Wales No. 990937.**

Calls may be monitored or recorded for security and training purposes. For BT customers, calls to 0800 numbers are free and calls to 0845 numbers will cost no more than 4p per minute. Call charges from other companies may vary and you may want to check this with your service provider.