|  |
| --- |
| Non Taxable Scholarships/Studentships Payment Form  |
| **Guidance for students completing this form** |
| So we can set up the payment of your scholarship, please complete sections 1 to 4 of this form and return to the form to sender. **Incomplete forms and missing attachments could delay payment.** We are unable to accept an electronic signature.Please inform your school/college of any changes to your name or bank details as quickly as possible to prevent any disruption to your payment. You can also complete our bank account change form: <https://edin.ac/finance-student-bank-details>One off upfront payments will be paid within 5 days of approval. The payments will be included in the Accounts Payable weekly payment run. Monthly/quarterly payments will be paid in GBP and will arrive in your bank account on the 28th of each month (if the 28th falls on a weekend, the payment will arrive in your bank account by the Friday immediately before).If you require this document in an alternative format, please contact Finance.helpline@ed.ac.ukFor information about our privacy policy and how we use your information please refer to our [Finance Privacy Notice](https://www.ed.ac.uk/finance/about/privacy)  |
| **Section 1: Student details** |
| Students full name: |       |
| Matriculation number (mandatory): |       |
| Home address: | Address line 1:      Address line 2:      Address line 3:      Post code:       |
| Email address: |       |
| Date of Birth (DD/MM/YYYY): |       |
| Department / School: |       |
| **Section 2: Student status** |
| Student status (tick appropriate box): | I am a full time Student [ ]  I am part-time Student [ ]  |
| I am in receipt of paid work from the University in addition to my education award: | Yes [ ]  No[ ]   |
| If you are in receipt of paid work in addition to your education award, please complete: | Hours worked per week      Date employment commenced:       (DD/MM/YYYY) |
| My Scholarship exceeds £15,480 a year | Yes [ ]  No [ ]  |
| **Section 3: Bank Mandate (to be completed by student)** |
| Please complete all details and add your signature. The University makes payment via BACS transfer. Please pay future instalments of Scholarship to my Bankers: |
| Bank/Building Society name:  |       |
| Branch address: | Address line 1:      Address line 2:      Address line 3:      Post code:       |
| Account Number/roll number:        | Branch sort code:       |
| IBAN number (for overseas accounts): |       | BIC/SWIFT (for overseas accounts): |       |
| **Section 4: Authorisation** (we will not accept an electronic signature unless the form is being returned via your University email address) |
| Students signature: |       | Date (DD/MM/YYYY): |       |
| **Section 5: Payment Information (to be completed by the School/College admin teams)** |
| Once the student has completed section 1 to 4 of the form, the school/college admin team should complete sections 5-10. The form must be sent for approval before being submitted for payment. Step by step payment instructions are provided in the [Non-taxable Scholarship guidance document](https://uoe.sharepoint.com/%3Aw%3A/r/sites/FinanceOperations/Shared%20Documents/Accounts%20Payable%20Guides/Process%204.8%20-%20Scholarships%20from%201st%20August%202022/Setting%20up%20and%20Maintain%20Non-Taxable%20Scholarship%20Payments.docx?d=w0a0d5b4da6d145c88392f777a4522e9b&csf=1&web=1&e=jIsPdx)Please note: * The initiating School / College Office should retain a copy of this form and all back up papers
* Any changes to the Scholarship payments i.e., change of name, bank details, amount, costing information, must be notified to Accounts Payable using the [Non-Taxable Scholarship change notification](https://www.ed.ac.uk/finance/for-staff/forms).
* Scholarships forms must reach Accounts Payable by the **12th of the month**. Any forms received after that date will be actioned on a best endeavor basis.
 |
| **Declaration – by School/Department** |
| [ ]  I have checked the status of the student and the scholarships payments are deemed non-taxable and should be paid via Accounts Payable.  |
| Signed: |       | Date (DD/MM/YYYY): |       |
| **Section 6 - One off upfront payments** |
| The requesting School/College is responsible for arranging payment via People & Money.We expect Scholarships to be paid in equal monthly instalments. Occasionally it may be deemed necessary for the first scholarship payment to be for a higher value i.e. equal to 3 monthly instalments. Paying additional instalments in advance should only ever be considered on an exception basis and the decision is made at the discretion of the Head of School/Authorised Signatory. |
| An up-front payment is due to be paid (tick if applicable): | [ ]  | Equal to       monthly instalments: |       (total one off payment) |
| The one off payment covers the period: | From: |       | To: |       |

|  |
| --- |
| **Section 7 - Monthly/quarterly payment term** |
| Payment term (tick): | Monthly [ ]  Quarterly [ ]  |
| Annual Scholarship Award |       |
| Start date (DD/MM/YYYY): |       | End date (DD/MM/YYYY): |       |
| **Copies of the following must be attached:**The offer letter to the student The Grant Funding Body or Source of funding and annual sums payableEPSRC Funded | [ ] [ ] [ ]  |
| Complete costing information in sections 6 and 7 then submit for approval in section 8 before submitting payment instructions in line with the guidance provided in the [Non-Taxable Scholarship Guidance document](https://uoe.sharepoint.com/%3Aw%3A/r/sites/FinanceOperations/Shared%20Documents/Accounts%20Payable%20Guides/Process%204.8%20-%20Scholarships%20from%201st%20August%202022/Setting%20up%20and%20Maintain%20Non-Taxable%20Scholarship%20Payments.docx?d=w0a0d5b4da6d145c88392f777a4522e9b&csf=1&web=1&e=jIsPdx). |

|  |
| --- |
| **Section 8: Costing Information (for non-project related payments) - please refer to the** [Guidance for the New Chart of Accounts General Ledger Mapping Tool](https://uoe.sharepoint.com/sites/FinanceHub/SitePages/Chart-of-Accounts.aspx?OR=Teams-HL&CT=1661875329362&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiIyNy8yMjA3MzEwMTAwNSIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D) |
|  **Source of Funds - e.g. EPSRC Studentship** | **% Split**  | **Entity** **(3 digits)**  | **Fund** **(6 digits)**  | **Cost Centre** **(8 digits)**  | **Account****(4 digits)** | **Analysis** **(6 digits)**  | **Portfolio** **(8 digits)**  | **Product** **(8 digits)**  | **Intercompany** **(3 digits)**  |
|  | **MANDATORY** **% Split of the salary costing**  | **Driven by payroll element** **Use the mapping tool**   | **MANDATORY** **Required to capture the type of funding the payroll cost is attached to**  | **MANDATORY** **Organisational Unit (department)**  | **For use by Payroll** | **Likely to always be zero but cross check against the mapping tool**  | **Likely to always be zero but cross check against the mapping tool**  | **Likely to always be zero but cross check against the mapping tool**  | **For cross charging to or from a subsidiary, cross check against the mapping tool**  |
| EXAMPLE | 100%  | 110  | 123456  | 12345678  | 0000  | 0000 | 00000000  | 00000000  | 000  |
| **Costing Split 1** |       |     |       |       |      |       |       |       |     |
| **Costing Split 2** |       |     |       |       |      |       |       |       |     |
| **Costing Split 3** |       |     |       |       |      |       |       |       |     |
|  Section 9: Costing Information (for payments associated with projects) - please refer to the[Guidance for POETA and mapping information](https://uoe.sharepoint.com/sites/FinanceHub/SitePages/Chart-of-Accounts.aspx?OR=Teams-HL&CT=1661875329362&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiIyNy8yMjA3MzEwMTAwNSIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D) |
| **Detail of expenditure** | **Currency e.g GBP, USD, EUR)** | **Amount** | **Project number** | **Task Number**  | **Expenditure Type** | **Expenditure Organisation** | **Contract number** | **Funding Source** |
|  |  |  | **MANDATORY****Use the mapping tool**  | **MANDATORY**Use mapping tool or task 1 if unknown | **MANDATORY****Use the mapping tool**  | **Always University of Edinburgh** | Take the first number set before the “-” in project number column |  |
| *Example* | *GBP* | *100* | *1172081-117083* | *1* | Select from drop down in the mapping tool  | *University of Edinburgh* | *1172081* | *Name of customer*  |
| **Costing Split 1** |       |       |       |       |       |       |       |       |
| **Costing Split 2** |       |       |       |       |       |       |       |       |
| **Costing Split 3** |       |       |       |       |       |       |       |       |
| **Section 10: Authorisation - Verified and authorised by Head of School/Authorised Signatory -**  the above information has been verified and authorised by Head of School or Authorised Signatory |
| Authorised by: |  | Date (DD/MM/YYYY): |  |