|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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](mailto:Finance.helpline@ed.ac.uk)@ed.ac.uk  For 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/:w:/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 payable  EPSRC 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/:w:/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): | | |  | | |