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| Non Taxable Scholarships/Studentships  Payment Form | | | | | | | | | | | | | | | | | |
| **Guidance for students completing this form** | | | | | | | | | | | | | | | | | |
| To 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.**  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** (Please do not use any special characters i.e. accents) | | | | | | | | | | | | | | | | | |
| Students full name: |  | | | | | | | | | | | | | | | | |
| Matriculation number (mandatory): |  | | | | | Student Supplier number (if known): | | | | | | |  | | | | |
| Email address: |  | | | | | | | | | | | | | | | | |
| 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 | | | | | | | | | My Scholarship/Stipend exceeds £15,480 a year | | | | | | Yes  No | |
| If you are in receipt of paid work from the University in addition to your education award, please complete:  Hours worked per week       Date employment commenced:       (DD/MM/YYYY) | | | | | | | | | | | | | | | | | |
| **Section 3: Bank Mandate (to be completed by student)** | | | | | | | | | | | | | | | | | |
| This form includes a field for overseas account information for making the first payment. UK bank details should be provided as quickly as possible. You should submit details of your UK bank account as soon as possible using our student change form: <https://edin.ac/finance-student-bank-details>.  Your monthly payments will be paid in GBP and will arrive in your bank account by the 28th of each month. Please pay future instalments of Scholarship to my Bankers: | | | | | | | | | | | | | | | | | |
| **Bank name and address:** | | | Bank/Building Society name:  Address line 1:  Address line 2:  Address line 3:  Address line 4: | | | | | | | | | | | | | | |
| **For UK bank details:** | | | Account Number *(8 digits)* | | | | | | | | Branch sort code (6 digits) | | | | | | |
| **For Overseas bank details:** | | | BIC/SWIFT: | | | | | | | | IBAN or Account number: | | | | | | |
|  | | | Additional information required:  i.e. IFSC Number / Routing Number/Account Type/Transit Number | | | | | | | |  | | | | | | |
| **Section 4: Authorisation** (If you are returning this form over a personal email account, a wet signature is required on the form). | | | | | | | | | | | | | | | | | |
| Student’s signature: | |  | | | | | Date (DD/MM/YYYY): | | | | | | |  | | | |
| **Section 5: Payment Information (to be completed by the School/College admin teams)** | | | | | | | | | | | | | | | | | |
| Once the student has completed sections 1 to 4 of the form, the school/college admin team should complete sections 5-10. Approval must be obtained before being submitted for payment. Step by step payment instructions are provided in the [Non-taxable Scholarship guidance document](https://uoe.sharepoint.com/sites/FinanceOperations/SitePages/Scholarships.aspx) Please note:   * The initiating School / College Office should retain a copy of this form and all back up papers * Scholarship forms must reach Service Assurance by the **15th of the month** to be included in the monthly payment run. Any forms received after that date will be actioned on a best endeavor basis. | | | | | | | | | | | | | | | | | |
| **Tax Declaration – To be completed by School/Department** | | | | | | | | | | | | | | | | | |
| I have checked the tax status and scholarships payments are deemed non-taxable. | | | | | | | | | | | | | | | | | |
| Signed: | | | |  | | | | Date (DD/MM/YYYY): | | | | | | |  | | |
| **Section 6 –Upfront payments (optional)** | | | | | | | | | | | | | | | | | |
| We expect Scholarships to be paid in equal monthly instalments. Occasionally it may be deemed necessary to pay an upfront payment, this is acceptable on an exception basis and the decision is made at the discretion of the Head of School/Authorised Signatory. | | | | | | | | | | | | | | | | | |
| An upfront payment is due to be paid (tick if applicable): | | | | |  | | | | Upfront payment (£): | | |  | | | | | |
| The upfront payment covers the period: | | | | | From: | | | |  | | | To: | | | | |  |
| **Section 7 – Monthly Payment details** | | | | | | | | | | | | | | | | | |
| Annual Scholarship Amount: | | | | | | | | |  | | | | | | | | |
| Start date (DD/MM/YYYY): | | | | |  | | | | End date (DD/MM/YYYY): | | |  | | | | | |
| **Copies of the following must be attached:**   * The offer letter to the student / Grant Funding Body or Source of funding and annual sums payable * EPSRC Funded | | | | | | | | |  | | | | | | | | |
| You must now complete sections 8-11 before submitting to [finance.helpline@ed.ac.uk](mailto:finance.helpline@ed.ac.uk). | | | | | | | | | | | | | | | | | |

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| **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) | | | | | | | | | |
|  | **Amount**  **(GBP)** | **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** | **MANDATORY**  **Use the mapping tool** | **MANDATORY**  **Use the mapping tool** | **MANDATORY**  **Use the mapping tool** | **MANDATORY**  **Use the mapping tool** | **Likely to always be zero - check mapping tool** | **Likely to always be zero - check mapping tool** | **Likely to always be zero - check mapping tool** | **For cross charging to or from a subsidiary - check mapping tool** |
| EXAMPLE | £1472.33 | 110 | 123456 | 12345678 | 1234 | 000000 | 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** | **Amount**  **(GBP)** | | **Project number** | **Task Number** | **Expenditure Type** | | **Expenditure Organisation** | | |
|  | **MANDATORY** | | **MANDATORY**  **Use the mapping tool** | **MANDATORY**  Use mapping tool or task 1 if unknown | **MANDATORY**  **Use the mapping tool** | | **Always University of Edinburgh** | | |
| EXAMPLE | *£1472.33* | | *1172081\_117083* | *1* | Select from drop down in the mapping tool | | *University of Edinburgh* | | |
| **Costing Split 1** |  | |  |  |  | | *University of Edinburgh* | | |
| **Costing Split 2** |  | |  |  |  | | *University of Edinburgh* | | |
| **Costing Split 3** |  | |  |  |  | | *University of Edinburgh* | | |
| Section 10: Changes prepared by: | | | | | | | | | |
| Preparer name: |  | | | Date (DD/MM/YYYY): | | |  | | |
| **Section 11: Authorisation -** the above information has been verified and authorised by Head of School or Authorised Signatory | | | | | | | | | |
| Authorised by: |  | | | Date (DD/MM/YYYY): | | |  | | |