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.** 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

Upfront payments will be paid within 5 days of approval. The payments will be included in the Accounts Payable payment runs occurring every Mondays, Wednesdays and Fridays. Monthly/Quarterly payments will be paid in GBP and will arrive in your bank account by the 28th of each month.

If you require this document in an alternative format, please contact Finance.helpline@ed.ac.uk

For information about our privacy policy and how we use your information please refer to our Finance Privacy Notice

Section 1: Student details

Student's full name:	

		Supplier number *(if known)* :	
Matriculation number (mandatory):			

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 ☐
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:
For UK bank details:	Account Number/roll number:	Branch sort code:
Section 4: Authorisation (we will not accept an electronic signature unless the form is being returned via your University email address)		
Student's signature:		Date (DD/MM/YYYY):