

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 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 working days of approval. The payments will be included in the Accounts Payable weekly payment run. Monthly/quarterly payments will be made in GBP and will arrive in your bank account on 28th of each month (if 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.uk](mailto:Finance.Helpline@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:  Postcode: | | | | | |
| Email address: | | | |  | | | | | |
| Date of Birth (DD/MM/YYYY): | | | |  | | | | | |
| Department/School | | | | Informatics Graduate School / School of Informatics | | | | | |
| **Section 2: Student status** | | | | | | | | | |
| Student status (tick appropriate box): | | | | I am a full time student:  I am a part time student: | | | | | |
| I am in receipt of paid work from the University in additional 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:  Postcode: | | | |
| Account Number/roll number: | | | | | | Branch sort code: | | | |
| IBAN (for foreign accounts): |  | | | | | BIC/SWIFT (for foreign 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 section 5 – Payment Information. 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/FinanceSpecialistServices/_layouts/15/Doc.aspx?sourcedoc=%7BFA308393-4ED9-40CE-9EB3-75E877929CF1%7D&file=Setting%20up%20a%20Non-Taxable%20Scholarship%20Procedure%20Guide.docx&action=default&mobileredirect=true).  Please note:   * The initiation 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://uoe.sharepoint.com/:w:/r/sites/FinanceSpecialistServices/_layouts/15/Doc.aspx?sourcedoc=%7B6BCABF1B-2DEC-4D49-9B41-D704B86C62C4%7D&file=Non%20Taxable%20Scholarship%20-%20Notification%20of%20Change%20Form%20-%20Final.docx&action=default&mobileredirect=true). * Scholarships forms must reach Accounts Payable by **the 12th of the month**. Any forms received after that date will be actioned on a best endeavours 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. Separate guidance is available for Scholarships deemed “taxable”. Please refer to the guidance provided on the [Scholarships Tax Checklist](https://uoe.sharepoint.com/:w:/r/sites/FinanceSpecialistServices/_layouts/15/Doc.aspx?sourcedoc=%7B42941200-A1E4-4FA4-822F-52E65735402D%7D&file=Scholarship%20Tax%20Status%20Checker%20final.docx&action=default&mobileredirect=true). | | | | | | | | | |
| Signed: | |  | | | Date (DD/MM/YYYY) | |  | | |