

## Your Manchester Fund Research Impact Scholarship



### Student Scholarship/Bursary – Payment schedule request form

Student Details			
Name		Preferred Email Address	
Faculty:		Preferred Telephone	
School:		Student ID No.	
Current year of study:			
Term Time address			
Home Address			

Student Payment Details			
School overseeing payment		Finance Contact Name	
Finance Contact's Tel:		Finance Contact's Email:	
Student Bank Account Name:			
Student Bank Account Number:			
Student Bank Account Sort Code:			
Date of first instalment:			

<b>Total Amount allocated to student:</b>	
<b>Regularity of Instalments: (Quarterly/Monthly etc.)</b>	
<b>If Student is in receipt of funding in addition to this scholarship, please detail the amount and source:</b>	

A form should be completed each year, of the student's studies and returned to DDAR by 31<sup>st</sup> August of the year of study, or as soon as possible.

**Statement to be signed by School Finance Officer**

I have read and will encourage the student to abide by the terms and conditions outlined for receipt of payment of the Research Impact Scholarship.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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<b>For Internal Use Only</b>	
<b>Date Received:</b>	
<b>Notified Student Services:</b>	
<b>Confirmed first payment date:</b>	
<b>Requested Subsequent payment schedule:</b>	

<b>Alternative Payment Details*</b>			
<b>School overseeing payment</b>		<b>Finance Contact Name</b>	
<b>Finance Contact's Tel:</b>		<b>Finance Contact's Email:</b>	
<b>Faculty Account Code**:</b>			
<b>Account code from which student will be paid:</b>			
<b>Date of first instalment to student:</b>			
<b>Total Amount allocated to student:</b>			
<b>If Student is in receipt of funding in addition to this scholarship, please detail the amount and source:</b>			

\* By agreement with DDAR only, please complete the section above

\*\* Payments will come in 2 instalments, in September and January

## **Guidelines**

Schools liaise with faculty contacts in the first instance in all detailed below, where DDAR is specified. DDAR liaises with faculty contact, and the School should contact DDAR via the faculty contacts.

1. Explain what the student is required to do in the year
2. School to tell DDAR of any change in details of the student
3. School to tell DDAR of any change of circumstances affecting funding, eg, Maternity/ Sick/ going Part time.
4. School to ensure students provide feedback and are available for photos for DDAR
5. Where applicable, school to cease funding the student, given one months notice
6. School to complete and return pay schedule form, each year of study for the scholar
7. As funding is provided for three years, school is required to source relevant funding for fourth year and communicate concerns to DDAR
8. During fourth year 'Submissions pending' is available from DDAR – should this be required by scholar. A similar form 'Submission Pending request form should be completed and returned to DDAR by 31<sup>st</sup> August in advance of year of study, or as soon as possible.

## **Contacts**

**Nicola Cobham**, ext. 52192 – For Finance and Application administration matters

**Beth Taylor**, ext. 6683 – For circumstances affecting studies and feedback related issues