

SCHOLARSHIP PAYMENT REQUEST FORM

Information requested on this form **MUST** be typed in. Forms completed by hand will not be accepted **FINANCIAL SERVICES UNIT**

Payments are made fortnightly on Thursday. The initial deposit will be made on the first available UTS pay day after the scholarship commencement date. Once form has been approved, please forward by email to ap_scholarship@uts.edu.au

SECTION A: Student Details (PLEASE PRINT CLEARLY) **To be completed by the student receiving the scholarship.**

NOTE It is the responsibility of the student to ensure that the required fields are completed to avoid delay in processing payment.

SURNAME		STUDENT ID NUMBER		DATE OF BIRTH	
GIVEN NAME/S				☐ MALE	☐ FEMALE
RESIDENTIAL ADDRESS				SUBURB	
STATE & POSTCODE		MOBILE		HOME PHONE	
EMAIL ADDRESS					

BANK DETAILS

NAME OF FINANCIAL INSTITUTION		BRANCH LOCATION (SUBURB & STATE)		ACCOUNT NAME	
BSB		ACCOUNT NUMBER		STUDENT'S SIGNATURE	
				DATE	

SECTION B: Scholarship Details (PLEASE PRINT CLEARLY)

FACULTY/DIVISION	SCHOOL	NAME OF SCHOLARSHIP	SCHOLARSHIP AMOUNT

ACCOUNTING CODE	COMPANY	ORG UNIT	LOCATION	ACTIVITY

SECTION C: Payment Frequency (PLEASE TICK)

For one-off scholarship payments, please direct your query to ap_paymentupload@uts.edu.au

PAYMENT TYPE	FIRST PAYMENT DATE	LAST PAYMENT DATE	☐ OTHERS			
ONE-OFF PAYMENT		N/A	1ST PAYMENT DATE		3RD PAYMENT DATE	
☐ EQUAL FORTNIGHTLY INSTALMENTS			2ND PAYMENT DATE		4TH PAYMENT DATE	

NOTE If there is insufficient space, please attach a separate sheet listing the additional payment dates.

CERTIFICATION & FINANCIAL APPROVAL

I agree that the student has met the following requirements:

1. The taxpayer (student) is in receipt of a scholarship and the scholarship is provided principally for educational purposes;
2. The taxpayer (student) is a full-time student at a school, college or university; and
3. There is no condition that the taxpayer (student) be an employee of the scholarship provider (University of Technology, Sydney) or enter into any contract with the scholarship provider (University of Technology, Sydney) that is wholly or principally for labour.

NOTE If the student does not meet the above requirements, the scholarship is taxable income and should be paid through UTS Payroll.

NAME , signatory must have a financial delegation to approve the account code	POSITION	SIGNATURE	DATE	PHONE

SCHOLARSHIP TYPE (PLEASE TICK)

- 70105 Scholarships Expense - U/G Research/Honours
- 70115 Scholarships Expense - Postgraduate Research
- 70110 Scholarships Expense - U/G Coursework
- 70120 Scholarships Expense - Postgraduate Coursework
- 70112 Scholarships Expense - U/G Accommodation
- 70139 Scholarships Expense -UTS Res Scholarships Thesis Allowance

SECTION D: FSU USE ONLY	DATE RECEIVED		SUPPLIER NUMBER		1ST PAYMENT DATE		STAFF INITIALS	
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