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| **Studentship Payment Voucher** |
| **Guidance** |
| **Section 1:** Once completed, please return the form to sender for authorisation.**Section 2 & 3:** Once fully complete and authorised, please send this form to finance.helpline@ed.ac.uk**NOTE:** **Any incomplete information or missing attachments may lead to delay in payment.**For information about our privacy policy and how we use your information please go to [Finance Privacy Notice](https://api.search.ed.ac.uk/s/redirect?collection=edi-public-meta&url=https%3A%2F%2Fwww.ed.ac.uk%2Ffinance%2Fabout%2Fprivacy&auth=jufkYw8OM1gommI30Oe%2FaQ&profile=_default&rank=1&query=finance+privacy+notice) |
| **Section 1: Student details** |
| Student name: |       |
| Matriculation number: |       |
| Department/School: |       |
| Department/School address: |       |
| **Bank details** |
| Name of bank/building society: |       |
| Address: |       |
| Account number: |       |
| Branch sort code: |       |
| Payment description (e.g. Scholarship, Maintenance): |       |
| Due date of payment (DD/MM/YYYY): |       |
| **Attachments in support of payment** |
| Offer letter to student [ ] Evidence of grant funding body or other source of funding showing annual amount payable [ ]  |

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| **Payment Type** |
| 1. First monthly instalment prior to payment via payroll [ ]

OR1. Quarterly instalments:

First quarter [ ] Second quarter [ ] Third quarter [ ] Fourth quarter [ ]  |
| **Section 2: Authorisation** |
| Prepared by: |       | Date (DD/MM/YYYY): |       |
| Authorised by: |       | Date (DD/MM/YYYY): |       |
| **Section 3: Costing information:** |
| **Cost centre** | **Account code:** | **Job Code:** | **Amount** | **VAT Code** |
|       |       |       |       | EX |
|       |       |       |       | EX |
| **Total** | **£0.00** |  |