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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](mailto: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   OR   1. 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** | |  |