

SCHOLARSHIP PAYMENT REQUEST FORM

Payments are made fortnightly on Thursday. The initial deposit will be made on the first available UTS pay day after the scholarship commencement date.

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				<input type="checkbox"/> MALE	<input type="checkbox"/> 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 APPROVED AMOUNT PER ANNUM

ACCOUNTING CODE	COMPANY	ORG UNIT	LOCATION	ACTIVITY

SECTION C: Payment Frequency (PLEASE TICK)

PAYMENT TYPE	START DATE	END DATE	<input type="checkbox"/> OTHERS		
<input type="checkbox"/> ONE-OFF PAYMENT		N/A	1ST PAYMENT DATE		3RD PAYMENT DATE
<input type="checkbox"/> 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	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