



University of
St Andrews

Vacational Scholarship Payment Instruction

<i>Salary Office Use Only:</i>		
<i>Payroll Id No</i>		
<i>Input</i>	<i>Initials</i>	<i>Date</i>
<i>Checked</i>	<i>Initials</i>	<i>Date</i>

<i>Instruction to the Supervisor</i> This form along with accompanying copy of the conditions of the award should be sent to:	Salaries Office, Human Resources University of St Andrews The Old Burgh Building, St Andrews, FIFE, KY16 9LB
<i>Name of Supervisor</i>	
<i>School</i>	
<i>Location</i>	

*Personal Details of Student undertaking Vacational Scholarship
(Please use CAPITAL letters to complete this section)*

<i>Mr/Ms/Mrs/other:</i>	
<i>Name of Student</i>	
<i>University (at which the student is studying degree or PhD course)</i>	
<i>Student Local Address: (during the term of this scholarship)</i>	
<i>Home Address (address after this scholarship finishes)</i>	
<i>National Insurance NO.</i>	<i>Date of Birth</i>
<i>Bank Name:</i>	
<i>Bank Address:</i>	
<i>Bank Account Number: (8 digits)</i>	
<i>Bank Sort Code: (6 digits)</i>	
<i>SWIFT/ROUTING (if applicable)</i>	
<i>IBAN Code (if applicable)</i>	

PAYMENT INSTRUCTION

(Payments will be made by Bacs on the last working day of every month)

<i>Start Date</i>		<i>End Date</i>	
<i>Amount to be paid</i>	<i>Monthly</i>	£	
<i>Amount to be paid in total</i>	£		
<i>Scholarship funded from Cost centre: (RGO authorisation is required if the student is grant funded)</i>	4	4	00

IMPORTANT: Please confirm the following

(This is not a scholarship if you cannot answer YES to the following criteria)

<i>The above named student is registered for a degree course</i>	Yes / No
<i>The student is here to observe and receive instructions</i>	Yes / No
<i>The award is not an offer of employment</i>	Yes / No
<i>The student is not supplementing the technical strength of the laboratory</i>	Yes / No
<i>To all intents and purposes the student is here to be educated and trained – not here to perform work</i>	Yes / No

(RGO authorisation is required prior to the form being forwarded to Salaries if the student is grant funded)

<i>Students Signature</i>	<i>Print Name</i>	<i>Date</i>
<i>Authorised Signature</i>	<i>Print Name</i>	<i>Date</i>
<i>RGO Approval Signature</i>	<i>Print Name</i>	<i>Date</i>